Click here to select date.

Enter Student’s Full Name.

Enter Students full Mailing Address here

Dear Enter Student’s First Name:

This is to confirm your temporary part-time assignment as a student worker in the position of Enter Position Title from Posting in the Enter Department Name, #Enter Department Number for Payroll, Sir Sandford Fleming College, Select a Campus/Location, subject to the following:

Start Date: Select start date.

End Date: Select end date.

Hours of Work: Enter number of hours. (Subject to change)

Rate of Pay: $ 14.00 per hour (plus 4% vacation pay)

**Additional Information:** Insert here or state N/A

**As a student worker you have been selected to participate in a pilot project that will require you to use digital self-service timesheets. You will be required to submit to your supervisor on a bi-weekly basis for approval and submission to Payroll in accordance with the attached pay schedule. You will be paid two (2) weeks in arrears. Training will be provided and you can learn more about this pilot project by going to this website:** <https://department.flemingcollege.ca/hr/payroll/digital-self-service-timesheets/>

If you are a new employee, please complete the attached forms and submit to Payroll as soon as possible.

If working in more than one area, you are not exceed a combined total of 15 hours a week for the College during active study periods or 24 hours a week during non-study periods in the regular academic year.

Sir Sandford Fleming College is committed to building an inclusive and accessible learning and working environment.  We believe in and promote the rights of all persons with disabilities as enshrined in the **Canadian Charter of Rights and Freedoms**, the **Ontario Human Rights Code**, and the **Accessibility for Ontarians with Disabilities Act (AODA 2005)** and its related **Accessibility Standards Regulations**.  To meet this commitment, Fleming College will make appropriate accommodations available throughout the full course of your employment with the College should you require it.  This will include, but is not limited to, recruitment, onboarding and orientation, career development and advancement,

performance management, the return to work process, and transfers, reassignments and redeployment.  Should you at any time require an Individualized Workplace Emergency Plan due to a disability or an Individual Accommodation please speak directly with your manager or Human Resources in confidence.  This plan will need to be updated yearly, or whenever there are changes to your role or work location.  For more information please review Policy # 3-341, Accessibility for Persons With Disabilities, located at <https://department.flemingcollege.ca/hr/working-at-fleming/policies-and-procedures/>.

You are entitled to join the CAAT Pension Plan, a defined benefit plan. Please visit the Plan’s website (caatpension.on.ca) for details about the Plan, how you may join, and factors to consider before joining. If you wish to join the Plan, it is your responsibility to review the material on the website, return the enrolment form to your HR department, and to follow up by checking that appropriate Plan contributions are being deducted from your pay. If you join, you will contribute based on a percentage of your earnings, and Fleming College will match your contributions. Once you join, you become a member of the Plan and contributions continue until you terminate employment, retire or die. Subject to the Plan terms, for so long as you are a member of the Plan or remain entitled to a benefit under the Plan, you are required to contribute on any applicable earnings from employment in the college system or other participating employer. If you terminate employment before retirement, your membership in the Plan continues for 24 months, which also limits the payment options that may be available to you during this time. If you do not join when enrolment is first offered, you may join the CAAT Pension Plan, subject to its terms, at any time during your employment. If you are already a member of the CAAT Pension Plan through another college or other participating employer or if you already have an entitlement under the Plan, it is your responsibility to notify your new employer immediately so that appropriate contributions can be deducted, if applicable.

The College reserves the right to terminate this contract and your employment by providing the notice required under the Employment Standards Act.

We trust you will enjoy your work at Fleming College. Please sign and return one copy of this appointment letter to the undersigned to be sent to the Human Resources Department.

Sincerely,

Enter Supervisor’s Name.

Enter Supervisor’s Title.

I acknowledge, understand and agree to the foregoing terms and conditions of employment.

Date:

Enter Students Full Name

Copy: Human Resources/Payroll, Hiring Manager

Attachments: CAAT Pension Information, New Employee forms (if required), Pay Schedule