

Human Resources Services (HRS) would like to congratulate you on your new authorization with Algonquin College. We encourage you to read the information provided below and to contact us regarding any concerns and/or inquiries that you may have.

Support Classifications

Temporary Support Employees, are divided into three categories:

Full Time Temporary: employees working more than 24 hours per week. Employees in this category may work 21 weeks of continuous or non-continuous service in a rolling 52 week period (1 year). Overtime is paid after 44 hours per week at the discretion of management. Employees are paid under a salary scale and they may progress through the grid at the discretion of management. Employees are also paid 4% vacation.

Appendix D: Employees replacing a regular full time employee who is absent due to vacation, sick leave, or any other absences. A temporary employee will be an Appendix D if replacing a full-time employee for a minimum of one-day and must be paid at the same pay scale of the full time employee. They are also subject to pay union dues and are paid an additional 6% in lieu of fringe benefits and vacation. Employees in this classification are entitled to overtime, shift premium and are paid for statutory holidays.

Appendix G: Summer students working more than 24 hours per week between May 1 and August 31. Employees in this classification must be paid no less than \$8.00 per hour and are subject to pay union dues. They are also entitled to overtime and statutory holidays

Staff I.D.

To obtain a temporary I.D. card, please make the initial request to your department. The department then makes a written request to Human Resources Services. You will be contacted when you can pick up your card. Once the card expires, please return it to HRS.

Enrolment In Courses

As per Directive D3, employees who have worked at least 26 weeks in the previous three years and are currently working at the College are entitled to a discount rate of \$20.00 per course. For more information please contact our HRS Info Centre.

Change of Personal Information

Any changes to your personal information must be made in person and/or in writing to HRS.

Release of Personal Information

Any requests to release personal information or letters of employment confirmation must be made in person and/or in writing to HRS.

Colleges of Applied Arts & Technology (CAAT) Pension Plan

As a temporary support employee you may qualify for the CAAT pension plan. You must have worked at least 13 hours per week in the 2 immediate preceding years, or have earned at least 35% of the Year's Maximum Pensionable Earnings (YMPE). If eligible, you will be contacted by HRS and will be given the opportunity to enroll.

Record of Employment (R.O.E.)

Once you have finished your employment with Algonquin College, please contact your department to request your R.O.E. The R.O.E. will be mailed out to you unless instructed otherwise. If it is an urgency, you can make the request directly to HRS.

Who To Contact

For any general HR inquiries, records of employment, enrolment in courses, change of personal information etc., please contact our Knowledge Centre and speak to one of our Customer Service Representatives.

Sally Kelly Ext. 7660/5789
Acting Customer Service Representative Records Management
kellys@algonquincollege.com

Ruben Sanchez Ext. 5220
Customer Service Representative, Temporary Payroll
sancher@algonquincollege.com

For payroll inquiries regarding timesheets, employee travel expenses reimbursement, direct deposit, and income tax related inquiries please contact the Payroll Department:

Ingrid Krieg Ext. 7103
kriegi@algonquincollege.com

Virginia McLaughlin Ext. 5564
mclaugv@algonquincollege.com

For any inquiries relating to partial load benefits and pension enrolment, please contact:

Jennifer Drummond Ext. 5367
New Hire & Pension Officer
drummoj@algonquincollege.com

For any inquiries relating to employee relations and services please contact:

Diane McCutcheon Ext. 5461
Manager, Employee Services
mccutd@algonquincollege.com

For any inquiries relating to recruitment process, and full time opportunities please contact:

Joyce Simmonds Ext. 5514
Classification/Staffing Officer
simmonj@algonquincollege.com

Nigel Parker Ext. 5366
Recruitment Officer
parkern@algonquincollege.com

For any general inquiries regarding Human Resources Services please contact

Luc Presseau Ext. 5244
Director, Human Resources Services
pressel@algonquincollege.com

HUMAN RESOURCES SERVICES

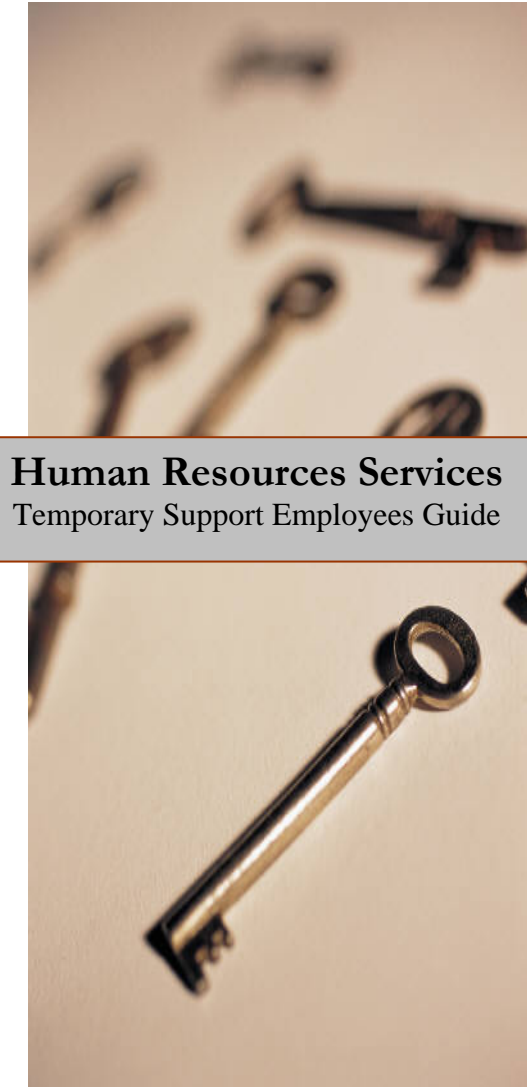
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ALGONQUIN
COLLEGE



Human Resources Services
Temporary Support Employees Guide

*Working Together to Unlock the Door
to Success*