



PART TIME SUPPORT CONTRACT – CO-OPERATIVE

2019-09-09

Joseph Assal
35 Linda Margaret Cres
Richmond Hill ON L4S 2B6

Dear Joseph,

Seneca (hereinafter referred to as the "College") is pleased to offer you temporary fixed term employment as Co-Op Technologist - Senior, reporting to Leslie Graham in the ITS Software Development department. This contract is effective 2019-09-05 to 2019-12-20, subject to the College's right to terminate the contract as set out below

Students employed on a co operative educational training program are able to work up to thirty-five (35) hours per week or less. All working hours are directed and must be approved by your supervisor. You will be paid at the following rate, and must complete timesheets every two (2) weeks. Please note that your current engagement, under this contract, does not indicate or imply any future employment with the College beyond the dates set out herein.

Start Date	End Date	Rate per Hour
2019-09-05	2019-12-20	\$18.75

Under this contract, you will not receive paid vacation days, although you will be paid four (4) per cent in lieu of vacation or the minimum as required by the *Employment Standards Act*. As well, you will be paid holiday pay, where applicable as per the *Employment Standards Act* (ESA), in lieu of a substitute day off with pay. Please visit the following [ESA Poster Link](#) to view other entitlements under the *Employment Standards Act*.

Termination of Contract

The College may terminate your employment, for any reason, upon the provision of two (2) weeks' notice or pay in lieu of notice, or the minimum amount payable pursuant to the ESA, whichever is greater; or the College may terminate your employment summarily for cause. The College also requires two (2) weeks' notice in writing on the event of resignation.

Eligibility to Work in Canada

In accepting employment with the College, you covenant that you are legally entitled to work in Canada. Further, you acknowledge that it is your sole responsibility to maintain your legal entitlement to work in Canada and that, if at any point you fail to do so, the College may terminate your employment immediately, without any further notice.

College Policies and Procedures

Please read, familiarize yourself, and adhere to the College's policies and procedures, including but not limited to those posted on the MySeneca website (<https://inside.senecacollege.ca/hr/index.html>). Once you have read the policies and procedures, please make sure you direct any questions about the College's policies to your supervisor.

Anti-Nepotism Policy

One of the policies to which you are bound is the College's Anti-Nepotism Policy: see the MySeneca website <https://inside.senecacollege.ca/hr/index.html>

[//www.senecacollege.ca/about/policies/anti-nepotism-policy.html](http://www.senecacollege.ca/about/policies/anti-nepotism-policy.html). Prior to accepting this offer of employment, you must disclose any employment relationships involving nepotism.

Mandatory Training Modules

As a condition of employment, you must, within two (2) weeks of the start of your employment, complete mandatory online training for the following:

- Accessibility for Ontarians with Disabilities Act (AODA) Training- [AODATrainingLink](#)
- Health and Safety Training - [HealthandSafetyTrainingLink](#)
- Sexual Assault and Sexual Violence Training – [SexualAssaultTrainingLink](#) (you will be prompted to login)

CAAT Pension Plan

You are entitled to join the CAAT Pension Plan, under its DBplus design. DBPlus offers members a defined benefit lifetime pension in retirement, based on contributions you and your employer make to the Plan. Please visit www.caatpension.on.ca/members for details about the Plan and factors to consider before joining. If you wish to join the Plan, it is your responsibility to return the [enrolment form](#) to your Human Resources [Benefit Specialist](#) and to follow up by checking that appropriate CAAT Pension Plan contributions are being deducted from your pay.

Confidentiality

Your acceptance of this contract constitutes your acknowledgement of your obligation to keep confidential sensitive and confidential information you obtain in the course of your employment. In addition, the College may require you to sign a specific Confidential Information Agreement. Your confidentiality obligations survive your employment with the College.

Parking

The College does not pay for regular parking fees. Employees who require parking must obtain a OneCard to access campus parking lots (except Seneca@York). Please contact the OneCard office to obtain a OneCard and arrange for a parking plan. A OneCard is also necessary for photocopy services.

Payroll Information

You will receive your pay on a bi-weekly basis, two (2) weeks in arrears. The College pays by direct deposit only. Accordingly, either on or after your start date, please enter in PeopleSoft, through the Employee Self-Service option, Direct Deposit, your banking information. In order to be paid, you must provide your Social Insurance Number (SIN) and your Date of Birth (DOB). If this is your first contract with the College, you should have received or will receive an email with a link to enter your SIN/DOB. To avoid payment delays, please ensure this information has been appropriately entered.

You agree that the College is entitled to recover any overpayment that may have been made to you under this or any other contract between you and the College. You agree the College will be entitled to offset any such overpayment against any wages otherwise owed to you on the pay period following notice to you of the overpayment or an alternate repayment arrangement as mutually agreed upon. Should your employment with the College come to an end prior to the repayment in full of any overpayment, you agree that any outstanding monies owing by you to the College arising from an overpayment will be deducted from any monies owing to you by the College, including final wages, outstanding vacation pay, termination and/or severance pay.

For further information, please contact the Compensation Specialist for your department. The departmental HR Directory can be found on the [HR Site](#).

Please contact me with any general questions regarding this contract. I look forward to working with you.

Sincerely,

Leslie Graham

Manager,DevOps

Joseph Assal
Joseph Assal (Sep 9, 2019)

Sep 9, 2019

I, Joseph Assal, have read, understood and agree to the terms and conditions of employment indicated above. Date