

TEACHING ASSISTANT OFFER LETTER - CUPE 3902 Unit 1

August 29, 2017

Dear Chee Loong Soon,

I am pleased to offer you an appointment as a Teaching Assistant in the Department of Mechanical and Industrial Engineering for the Fall term of the 2017/2018 academic session. The starting date of your appointment will be September 01, 2017 and this appointment will end on December 31, 2017 with no further notice to you.

Course: MIE250H1 - Fundamentals of Object Oriented Programming

Academic Session: Fall 2017/2018

Instructor: Scott Sanner

Weeks: 13

Hrs/Week: 8.00

You will be paid at the wage rate of \$43.65/hour, the rate for this position. The following will be paid to you in four instalments, once per month for the period of your appointment.

Rate(\$/hr): \$43.65

Total Hours: 104.00

Salary: \$4,539.60

4% Vacation Pay: \$181.58

Total Pay: \$4,721.18

Your salary will be paid by direct deposit. If you are not already being paid via direct deposit, or your banking information has changed, please provide a void cheque as soon as possible. New hires not currently on payroll will meet with the Department Business Officer in the first few days of employment to complete payroll documentation.

Your payroll documentation will be available online through the University's Employee Self-Service (ESS) at <http://ess.hrandequity.utoronto.ca/>. This includes electronic delivery of your pay statement, tax documentation, and other payroll documentation as made available from time to time. You are able to print copies of these documents directly from ESS.

By signing this Employment Agreement, you authorize the University to provide your T4 slips electronically and not in a paper format. If you wish to discuss an alternative format, please contact Central Payroll Services at payroll.hr@utoronto.ca.

This appointment is being granted on the basis that you are a student or Post-Doctoral Fellow (PDF) at the University of Toronto on the starting date of the appointment. If you are not a student on the starting date of this appointment, this offer is revoked and the University will have no obligations under this letter.

As a Teaching Assistant, you will be a member of the Canadian Union of Public Employees (CUPE) Local 3902, Unit 1 bargaining unit. Your employment will be governed by the terms and conditions of the collective agreement between the University of Toronto and CUPE Local 3902, which may be found on the web at: http://agreements.hrandequity.utoronto.ca/#CUPE3902_Unit1. Once you accept the offer of employment, a copy of the agreement will be given to you if you do not already have one. A statement about the Union prepared by the Union, along with other information about the Union, can be found at <http://cupe3902.org/unit-1/>. All of this information is that of the Union, represents the views of the Union and has not been approved or endorsed by the University.

You are required to take the following mandatory training. You must complete this training within 60 days of hire.

- U of T AODA Online Training, provided by the Accessibility for Ontarians with Disabilities Act (AODA) Office, available at <http://aoda.hrandequity.utoronto.ca/>

Completion of this training will be automatically captured in the system and you will be paid for this training in accordance with the rates set out in your collective agreement. Please note that you only need to complete the above training program once with the University.

There will also be a mandatory online safety training session for each TA (<http://www.mie.utoronto.ca/faculty-staff/safety-services/health-safety>) as well as a 3-hour mandatory session for new TAs. You will be paid for completing this 3 hour training session.

You will also be subject to and bound by University policies of general application and their related guidelines. The policies are listed on the Governing Council website at http://www.governingcouncil.utoronto.ca/Governing_Council/Policies.htm. For convenience, a partial list of policies, those applicable to all employees, and related guidelines can be found on the Human Resources and Equity website at <http://policies.hrandequity.utoronto.ca/>. Printed versions will be provided, upon request, through Human Resources or your supervisor.

You should pay particular attention to those policies which confirm the University's commitment to, and your obligation to support, a workplace that is free from discrimination and harassment as set out in the Human Rights Code, is safe as set out in the Occupational Health and Safety Act, and that respects the University's commitment to equity and to workplace civility.

All of the applicable policies may be amended and/or new policies may be introduced from time to time. When this happens, if notice is required you will be given notice as the University deems necessary and the amendments will become binding terms of your employment contract with the University

The University has a number of programs and services available to employees who have need of accommodation due to disability through its Health & Well-being Programs and Services (<http://www.hrandequity.utoronto.ca/about-hr-equity/health.htm>). A description of the accommodation process is available in the Accommodation for Employees with Disabilities: U of T Guidelines, which may be found at: <http://well-being.hrandequity.utoronto.ca/services/#accommodation>.

In the event that you have a disability that would impact upon how you would respond to an emergency in the workplace (e.g., situations requiring evacuation), you should contact Health & Well-being Programs & Services at 416.978.2149 as soon as possible so that you can be provided with information regarding an individualized emergency response plan.

The law requires the Employment Standards Act Poster to be provided to all employees; it is available on the HR & Equity website at <http://www.labour.gov.on.ca/english/es/pubs/poster.php>. This poster describes the minimum rights and obligations contained in the Employment Standards Act. Please note that in many respects this offer of employment exceeds the minimum requirements set out in the Act.

If this is your first appointment as a Ph.D. student, you will be guaranteed five more appointments of at least the same number of hours (to a maximum of one regular appointment as defined in the Collective Agreement) in subsequent years in the Department, provided that another department does not incur this obligation. This will be determined at the end of the session.



You will be expected to complete all grading for all student work that is completed during the term of the appointment, up to and including final exams.

Within 15 working days after the date of this letter, you will be given the opportunity to review the Description of Duties and Allocation of Hours (DDAH) form, which will set out more specifically the duties of your position, and the hours assigned to each.

Please sign below to indicate your acceptance of this offer, and return a copy of this letter to room MC110 by Thursday, August 31, 2017. If we have not heard from you by this deadline, this offer may be withdrawn. If you are unable to accept this offer, please advise me immediately.

If you have any questions, please contact Kendra Hunter (hunter@mie.utoronto.ca) or Professor Chi-Guhn Lee (cglee@mie.utoronto.ca).

Yours sincerely,

Professor Chi-Guhn Lee
Associate Chair of Graduate Studies
Department of Mechanical and Industrial Engineering
University of Toronto

I accept the above Teaching Assistanship offer: ☐ YES ☐ NO

TA Signature: _____ Date: _____

If you accept the offer, please provide the following information:

Name: Chee Loong Soon

UTORid: soonchee Student ID No.: 999295793 Personnel No.:

E-mail: cheeloong.soon@mail.utoronto.ca

Department: _____

Program of Study: PhD____ MASc____ MEng____ PostDoc____ Undergraduate____

Expected Program End Date: (Month/Year) _____

Mailing Address: _____ Apt.: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Social Insurance Number: _____ Birthdate: _____ (MM/DD/Year)

(International Students) Work/Study Permit #: _____ Expiry Date: _____

Have you received payment from the MIE Department in the past? YES:____ NO:____

Has your payroll information changed since you last received payment? YES:____ NO:____

☐ I confirm that I will be registered as a University of Toronto student or PDF on the date that this appointment begins. I understand that if I should cease to be registered as a University of Toronto student or PDF during the period of this assignment, for any reason other than convocation, I must immediately notify my supervisor, and my appointment may be terminated.

Important Note: It is the responsibility of the TA to monitor closely the number of hours worked. At the first sign that the hours worked may exceed the contracted hours, the TA should inform the instructor immediately to resolve the difference. If this does not lead quickly to a resolution, the TA must inform the Associate Chair of Graduate Studies. Note that the instructor does not have the authority to amend the TA contract; only the Associate Chair of Graduate Studies may authorize a change in the contracted hours. Under no circumstances will a TA be paid for extra hours worked without **PRIOR authorization by the Associate Chair of Graduate Studies**. See the CUPE 3902 Unit 1 Collective Agreement (available online) for further details.

RETURN FORMS TO: Kendra Hunter, MIE Graduate Office, Room MC110.

[Department of Mechanical & Industrial Engineering](#)
[Faculty of Applied Science and Engineering](#)
[University of Toronto](#)

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Posting ID No.: 835