



ACADEMIC CONTRACT

EE ID No.	
Contract No.	
Term	

Seneca (hereinafter referred to as the "College") is pleased to offer you temporary fixed term employment as Professor. This contract is effective 2022-05-09 to 2022-08-17, subject to the College's right to cancel the contract as set out below.

This offer is conditional upon the College receiving all official transcripts confirming your credentials directly from the post-secondary institution(s) that granted your credentials by no later than one month after your employment start date. In addition, if the granting institution is outside of Canada you must provide, by the same date, equivalency documentation from a recognized evaluation institution confirming that your credentials match the College's requirements for this position. If you fail to provide this documentation, the College may terminate your employment summarily for cause.

The details below describe the terms of this contract:

Start Date:		End Date:	
Campus:		Department:	
Hours/Week:		Faculty Step:	
Discr. Step:		Coord. Allowance Step:	
Total Hours:		Total Amount:	

Class Section	Class Name

The total hours and amount indicated above do not include study week, which may be paid or unpaid depending on work schedule. Any future adjustments to hours or the rate will not be displayed in this letter. Your contractual employment is for a fixed term only (subject to cancellation as set out herein) and does not indicate or imply any future employment with the College beyond the dates set out herein.

Under this contract, you will not receive paid vacation days, although you will be paid six (6) 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*.

Important COVID-19 Information:

As Seneca continues to provide more services in person, all employees must be prepared to come on campus. Therefore, as a requirement of employment, you must be fully vaccinated and comply with Seneca's [COVID-19 Vaccination Policy](#). To ensure continued employment, please upload your QR code to the [Seneca SAFE App](#) as soon as possible.

New Employee Orientation Space

Please visit the [New Employees Orientation Space](#) to view a message from the President and explore more resources available for new employees.

Job Requirement

It is expected that you will provide your own technology to deliver the program you are teaching in adherence to the online learning

requirements as identified on Seneca's [website](#). It is also expected that you will deliver content utilizing college-supported platforms.

Cancellation of Assignment(s)

The College may cancel this contract or any assignment under this contract, with no notice, in the following circumstances, each of which is determined in the College's sole discretion:

- Insufficient enrollment or number of registrants;
- Lack of adequate facilities for implementation;

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 in the event of your 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 Seneca website (<https://www.senecacollege.ca/about/policies.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 Seneca website, <https://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
- Health and Safety Training
- Sexual Assault and Sexual Violence Training

Copyright at Seneca

It is important that the Seneca community comply with copyright legislation, fair dealing guidelines, related Seneca policies, and Seneca's licensing agreements. For more information, please visit the [Copyright at Seneca](#) guide. All faculty should also complete the [Copyright Literacy Modules](#) within their first few weeks of employment.

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 [CAAT Pension Website](#) for details about the Plan and factors to consider before joining. If you wish to join the Plan, complete the [online enrolment form](#) and follow up by checking that appropriate CAAT Pension Plan contributions are being deducted from your pay.

Employee Confidentiality Agreement

Please be aware that the personal information you will have access to and/or process at Seneca is confidential and that you are obligated to safeguard this information during your time at Seneca.

By signing this offer, you agree that you will only access personal information for authorized Seneca purposes and will only disclose confidential records with other authorized employees in accordance with Section 42(d) of the [Freedom of Information and Protection of Privacy Act, \(1990\)](#), which states that disclosures will take place when the records are needed for performance of duty or discharge of the institution's functions.

The obligation to maintain confidentiality as described above exists at any and all times, including post-employment. Unauthorized disclosure of personal information would constitute a breach of the *Act* and would be in violation of this agreement and subject to appropriate disciplinary action.

Seneca's Freedom of Information and Protection of Privacy Policy and Procedures can be found [here](#).

Parking

The College does not pay for regular parking fees. Employees who require parking will be required to 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](#).

Sincerely,

Chair

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