



COMPENSATION AGREEMENT

Faculty of Law Students & Casual Staff

*OFFICE USE ONLY

Employee Rcd# _____

Entered by _____ Date: _____
YYYY/MM/DD

POSITION INFORMATION – To be completed by Supervisor

Position Type: ☐ Research Assistant ☐ Web/Tech Support
☐ Casual Admin ☐ Other: _____

Hourly Rate: _____ +4% vacation pay and stat holiday pay per labour standards formula.

Start Date: _____ **End Date:** _____

Funding Source: _____

Supervisor Name: _____

Supervisor Signature: _____

PERSONAL INFORMATION – To be completed by casual employee

LAST NAME:		FIRST NAME:	DATE OF BIRTH (MMM/DD/YYYY):
Student Type: <input type="checkbox"/> JD <input type="checkbox"/> Grad <input type="checkbox"/> Other: _____			YEAR OF GRADUATION (If applicable):
STUDENT/EE NUMBER:	I am currently or have been paid by Queen's University in the past 12 months: <input type="checkbox"/> YES <input type="checkbox"/> NO		
SOCIAL INSURANCE NUMBER:		SIN EXPIRY DATE (If SIN starts with a '9'):	
PERMANENT ADDRESS:			
E-MAIL ADDRESS:			

VACCINATION INFORMATION

The **Queen's University Policy Regarding Mandatory Vaccination Requirements for In-person University Activities** ("the policy") requires ALL Community Members, to be Fully Vaccinated against COVID-19 prior to participating in any In-person University Activities. As a condition of employment, you must provide proof that you are Fully Vaccinated by submitting a copy of your COVID-19 vaccination receipt prior to commencing work at Queen's University. Proof of vaccine may include official vaccination receipts in combination with photo ID, a QR code supplied by the government, or other official documentation or record. Please refer to the [Policy](#) for more information.

MANDATORY TRAINING

All Queen's employees are required to complete the below mandatory training within **two weeks** of the appointment start date. All casual employees are paid up to a maximum of 5.5 hours for this training, if it has not already been completed. Training modules can be found at the below links and accessed using an Employee NetID. If you do not have an Employee NetID, please visit the Law Casual Staff at

<https://law.queensu.ca/queenslawportal/new-casual-staff-info> to find out how to get one. Once the training is complete, please advise Miranda Gavidia, HR and Staffing Officer, via e-mail at hr.law@queensu.ca.

- Health and Safety Awareness Training: 1.5 hours
<https://safety.queensu.ca/training/health-and-safety-awareness-training>
- Accessibility for Ontarians with Disabilities Act (AODA) Training: 4 hours
<https://www.queensu.ca/hreo/education>

The following modules to be completed are:

- Accessible Customer Service
- Access Forward
- Human Rights 101

Have you already completed the above-mentioned training modules?

☐ Yes

☐ No, I will complete these training modules within the next two weeks.

FORMS, HOURS OF WORK AND STATUTORY HOLIDAYS

New and returning employees (unpaid for more than 12 months), must complete a Direct Deposit Authorization form and attach a VOID cheque or direct deposit authorization slip and complete and submit Federal & Provincial tax forms. Forms and further information can be found at

<https://law.queensu.ca/queenslawportal/new-casual-staff-info>.

Any hours worked in excess of 44 hours, in any week (Sunday to Saturday) within Queen's University, must be authorized by a supervisor in advance.

Permission is required in ADVANCE from a supervisor to work on statutory holidays, including Labour Day, Thanksgiving, Christmas, Boxing Day, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day and Civic Holiday.

SIGNATURE:

My signature below confirms that I have read, understand and agree to the above terms and that the information I have provided on this form is complete and accurate.

Signature: _____ Date: _____

FACULTY OF LAW USE ONLY

JOB CODE:			COMBO CODE:		
FUND:	DEPT:	ACCT:	PRGM:	CLASS:	PROJ:

Authorizing Signature: _____