



Casual Staff and Students (excluding Graduate RAs) COMPENSATION AGREEMENT Faculty of Law

*OFFICE USE ONLY

Employee Rcd# _____

Entered by _____ Date: _____
YYYY/MM/DD

POSITION INFORMATION – To be completed by Supervisor

Position Type: ☐ Casual Admin

☐ Web/Tech Support

☐ Research Assistant (Non Graduate)

☐ Other: _____

Hourly Rate: _____ +4% vacation pay and statutory holiday pay per the *Employment Standards Act.*

Payment Frequency: Bi-weekly

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 (MM/DD/YYYY):
STUDENT TYPE, if applicable <input type="checkbox"/> JD <input type="checkbox"/> Other: _____			YEAR OF GRADUATION, If applicable:
STUDENT/EE NUMBER:		<i>I am currently or have been paid by Queen's University in the past 12 months:</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
SOCIAL INSURANCE NUMBER:		SIN EXPIRY DATE (If SIN starts with a '9'):	
PERMANENT ADDRESS:			
EMAIL ADDRESS			

VACCINATION INFORMATION

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point. By signing your offer of employment to indicate acceptance, you acknowledge that (i) disclosing your vaccination status using the University's declaration tool, and/or (ii) providing proof that you are fully vaccinated, may once again become mandatory. You also acknowledge, as a condition of your employment, that if either or both conditions

become mandatory, you will comply with them. Failure to comply may result in disciplinary action, up to and including termination of employment.

MANDATORY TRAINING

All Queen's employees are required to complete the mandatory training outlined below within **two weeks** of the appointment start date. Casual employees will be paid up to a maximum of 6.5 hours for this training, if it has not already been completed. Training modules can be found at the links below 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 Law HR via e-mail at hr.law@queensu.ca.

- Health and Safety Awareness Training: 1.5 hours
<http://www.safety.queensu.ca/orient.htm>
- Accessibility for Ontarians with Disabilities Act (AODA) Training: 4 hours
<http://www.queensu.ca/hreo/education>
Modules to be completed are: Accessible Customer Service, Access Forward and, Human Rights 101
- It Takes All of Us – Sexual Violence Training (Employee Version): 1 hour
<https://www.queensu.ca/hreo/education/it-takes-all-us>

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) are required to provide banking information through MyHR Self Service by logging into your account via <https://my.queensu.ca> using your employee netid@queensu.ca. Federal and Provincial tax forms must also be completed and submitted. 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 (Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day and the 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: _____