RYERSON UNIVERSITY

Part Time/Casual Employee Contract

PLEASE PRINT CLEARLY
THIS IS AN INTERNAL DEPT/FACULTY FORM. DO NOT SEND TO HR.

☐ **New Hire** ☐ **Rehire** ☐ **Revision**

Section 1 – Position Information

Affiliation and Assignment Type:

☐ Non Union Part Time/Casual (24 hours or less per week)

☐ OPSEU Research Assistant

☐ Non Union Research Assistant

☐ Work Study Student (including WS Research Asst)

☐ Other Special Program:

Job Title:

Department:

Reports to (name and title):

Start Date mm/dd/yyyy:	End Date mm/dd/yyyy:	Hourly Rate:	Hours per Week:	Assignment Cost:	☐ Average Hours ☐ Positive Hours (Timesheets)

Section 2 - Employee Information

Social Insurance Number (SIN):	SIN Expiry Date (if applicable):	Birthdate (mm/dd/yyyy):	Employee Number:	Student Number:

Last Name:	First Name:	Middle Initial:	Prefix: ☐ Ms. ☐ Mr. ☐ Other:	Sex: ☐ F ☐ M

Current Address (include postal code):	T4 Mailing Address – if different from current (include postal code):

Current Phone Number:	Email:	Student: ☐ Yes ☐ No	Ryerson Student: ☐ Yes ☐ No	☐ Undergrad ☐ Masters ☐ PhD

***Important Notes*:**

- New hires and rehires must complete an Employee Information form (EIF) and attach a voided cheque or other direct deposit authorization. They should also complete TD1 forms. Basic tax exemption will apply unless employee completes tax forms. These forms are available on the Human Resources website at www.ryerson.ca/hr. Completed EIF and tax forms must be sent to Human Resources.
- If SIN# begins with "9" a copy of a valid **STUDY OR WORK PERMIT** must be provided along with a copy of the SIN card.

Privacy Statement:
The information on this form is collected to administer the employment relationship with Ryerson University. By providing this information the employee consents to its use for that purpose.

Section 3 - Employee Acceptance and Department Authorization

Your general terms and conditions of employment will be governed by Ryerson University policies and/or Collective Agreement provisions applicable to your employee affiliation and/or special program, e.g. OPSEU, Work Study. Additional terms and conditions may be attached. Policies, rules and regulations may be subject to change, at the University's sole discretion, and such alterations and amendments will automatically apply to you.

I understand that the foregoing terms and conditions will apply to my term of employment subject to the following provisions. The contract may be terminated prior to the above expiry date by written notice from Ryerson University in accordance with the Employment Standards Act or applicable Collective Agreement, or without notice in the event of cause for dismissal. I further understand that this contract is not a guarantee of the hours of work stipulated above. In the event of a reduction in the hours of work, I agree that the salary will be adjusted proportionately to the change in hours.

I agree that I have read, understand and accept the conditions of employment related to the Information Protection Policy.

Employee Signature: **Date:**

I confirm that this appointment is consistent with Ryerson policies and Collective Agreements, including the Conflict of Interest policy and Employment of Relatives policy.

Department Authorized Signature: **Name:** **Date:**

Distribution Code: Split: Effective Date:

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