



Non-Regular Support Staff (STUDENT) Employee Employment Information & Confirmation Sheet

Welcome to Okanagan College!

The following must be completed and returned to **Human Resources**

Date	
Name	
Street	
City	
Province	
Postal Code	
Phone	
E-mail	
<p>1. The terms and conditions of employment for non-regular appointments, including student employees, are subject to the Collective Agreement in force between Okanagan College and the BC Government and Service Employees' Union (BCGEU) Support Staff during the period of your service with Okanagan College, including any amendments resulting from negotiations between Okanagan College and the BCGEU. The electronic version of the current collective agreement is available by accessing the following link on the HR Home Page at http://www.okanagan.bc.ca. Please pay particular attention to the Letter(s) of relating to student employees:</p> <ul style="list-style-type: none"> Letter of Understanding #1 – Student Employees Letter of Understanding #2 – Co-Operative Education Students Letter of Understanding #3 – Research Projects Letter of Understanding #7 – Teaching Assistants & Laboratory Demonstrators 	
2. Enclosed is a list of union stewards.	
3. Any Non-Regular Support Staff appointment may be extended or terminated at any time depending on Okanagan College's operational needs.	
4. You are required to submit timesheets for the hours that you work. All timesheets must be signed by your supervisor and submitted to the payroll office <u>by the timesheet deadline</u> in order to process your pay. Any hours worked in excess of your schedule must be approved in advance by your designated supervisor.	
5. The details of your assignment will be confirmed in the Staffing Form that has been forwarded to you. Your supervisor will provide you with your job description and list of duties.	
6. If you have not already done so, please complete and return the following payroll forms: TD1 – Federal and Provincial; Assignment of Wages; Banking Information).	
7. Your status as a Non-Regular Support Staff (STUDENT) employee is conditional upon receiving all documentation prior to commencing your work assignment. For International students, this includes valid SIN information and copies of relevant Study/Work Permits.	
8. Please indicate your acceptance of these conditions by signing and returning this form to the Human Resources Division within five days of receipt.	
I ACCEPT this offer of appointment under the terms and conditions specified in this letter.	
Signature: _____ Date: _____	