

Welcome to Campus Employment Service and congratulations on accepting a position to work on Campus!

Campus Employment Service offers you an opportunity to gain valuable work experience in a learning environment. Your supervisors and co-workers will provide you with the support and guidance in your new employment role.

Take time to review the following information about working for Campus Employment Service and if you have questions we have not answered here please visit us at the Student Union Office!

- Student employees are required to complete and sign all contract forms for employment before they can expect to be paid.
- Student employees will earn \$10.25 per hour plus 4% vacation pay every two weeks.
- Student employees eligible for employment under the Ontario Work Study Program (OWSP) can work a maximum 84.5 hours each semester.
- Student employees are paid by cheque every second Friday according to the payroll schedule. Cheques can be picked up at the SUCCI Office in person by the employee. If you are unable to pick up your cheque you may request in writing to the Administrator of CES, an alternate person to pick it up.
- Student employees are expected to be on time for work. Please provide adequate notice to your supervisor when arriving late or unable to work a scheduled shift.
- Student employees are reminded to maintain a professional attitude and show respect for your supervisors, co-workers and clients.
- Student employees sign a confidentiality statement on their contracts; you are reminded that all work related information, including your co-workers, is private and confidential.
- If you change your address at any time please forward a new address to the Student Union, we do not receive college updates on addresses.
- All ROE's (record of employment) are done electronically after you have left your position. They are filed with the HRDC so that you may use them when applying for EI.
- If you reduce your class workload to part-time status, you will no longer qualify for OWS and must notify Campus Employment Service right away.

Questions to ask your Supervisor:

- Who is the Supervisor or Manager that you will report to?
- Where are the emergency exits located, and what procedures are in place in the event of an emergency?
- What are the policies regarding use of cell phones, internet, etc. while in your employment position?
- Is there a dress code in your area of work? Do you require any Personal Protective Equipment and if so, is it provided for you?
- Where is your time sheet located and who is responsible to forward it to Campus Employment on deadline days?