



TERMS AND CONDITIONS OF EMPLOYMENT

2010

STUDENT

DEFINITION:

A student is an unclassified employee occupying a “student position” during his or her regular school, college or university vacation period.

A “regular vacation period” within the meaning of a student position includes summer vacation, inter-semester breaks, academic breaks, December holidays, statutory holidays and a period of time of six months following completion of the requirements for graduation from an educational institution.

1. Your duties will be those required by your supervisor and the job.
2. Your employment will be subject to applicable provisions of The Collective Agreement, The Workplace Safety and Insurance Act, The Income Tax Act, The Canada Pension Plan and The Employment Insurance Act. (Appropriate payroll deductions will be made.)
3. Your days and hours of work will be in accordance with the work schedule determined by your supervisor.
4. **UNION DUES** – You will be required to pay Ontario Public Service Employee Union (OPSEU) dues. Dues are 1.375% of your regular pay including Vacation/Holiday Pay biweekly.
5. You are not entitled to receive any economic salary revisions or shift premium during the period of the appointment.
6. **SICKNESS** – Absence due to sickness will be time off without pay. You will be required to furnish a medical certificate if the Commission considers it necessary.
7. **BEREAVEMENT LEAVE** – A student who works two (2) consecutive months will be entitled to bereavement leave. *See Article 33.7 of the OPSEU Collective Agreement.*
8. You must comply with all safety rules and requirements of the Commission and use any protective clothing and safety equipment supplied by the Commission. Equipment or clothing supplied at your own expense as a condition of employment (e.g. safety boots) must also be used in accordance with Commission requirements.
9. When equipment and/or uniforms are supplied by the Commission, you agree to abide by all conditions of use established by the Commission as made known to you. All equipment and/or uniforms supplied to you must be returned to the Commission upon your separation as an employee.

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10. **If you sustain any injuries on the job, you must immediately obtain first aid treatment and medical attention if necessary and report your injury to your supervisor. You are required to report all injuries sustained on the job, even those which seem minor or insignificant.**
 11. CONFLICT OF INTEREST – A conflict of interest may generally be defined as a conflict between your personal interest and your responsibility as a government employee. If there are any areas in question, they may be discussed confidentially with your supervisor for appropriate documentation and/or action.
 12. STANDARDS OF CONDUCT – Standards of Conduct are principles of work-related behaviour established to ensure a clear understanding for you as to what expectations and responsibilities you are required to fulfill as a Commission employee.
 13. OATH OF ALLEGIANCE – Establishes allegiance to the Crown as the symbol of head of state. (Exemption possible under the following circumstances only: the person is not a Canadian citizen and believes that making the oath could result in loss of his/her citizenship in another country.)
 14. OATH OF OFFICE – Establishes duty of loyalty to the employer, duty to comply with all laws obligation to maintain confidentiality (except as required or permitted by law). Continues even after the individual leaves the public service.
 15. TERMINATION – Although the end of your current season's employment with the Commission is specified on your appointment document, if, for any reason, you wish to leave prior to this date, two (2) weeks' notice on your part will be expected. Similarly, if the Commission wishes to terminate your services prior to this date, it will provide you with two (2) weeks' notice except when termination is due to unsatisfactory performance or conduct.