

MEMO

Date: November 24, 2023
To: Partial-Load Faculty
From: Vin Berman, Director, Client Services, Employee & Labour Relations
Miloš Vasić, President, OPSEU Local 562
Re: **Partial-Load Registry – Deadline: April 30, 2024**

About the Registry (Article 26.10 D & E)

The Partial-Load Registry enables **current or previously employed partial-load employees** of Humber College to register their interest in being employed as a partial-load faculty for specified academic terms. Registered partial-load employees will be eligible for priority hiring for available partial-load work based on the criteria set out in Article 26.10 E of the Academic Employees Collective Agreement. As a result of the most recent changes introduced in the current Academic Collective Agreement (Article 26.10 E), you will be asked to indicate the maximum Teaching Contact Hours you are prepared to teach for the academic year. **IMPORTANT NOTE: The registration deadline is April 30 of each year for the following Academic Year (September - August).**

When Do I Register?

- Registration opens on Friday, December 01, 2023
- The deadline to register is **April 30, 2024, at 11:59pm**

Note: Registering in previous years does not automatically register you for the upcoming year, therefore registration is required on a yearly basis.

Where Do I Register?

- Please register using this link: <https://humber.ca/peoples-and-culture/partialloadregistry>
- This link can be found on the front page of the People(s) and Culture webpage.

What do I need to Register?

- Your Humber employee number AND your N number.
- Your Humber employee number can be found on your pay stub, or you can ask your manager.
- Your N number is used to log into the system. If you do not know your N number, please contact I. T. Support Centre.

Submission Confirmation

- When you submit your interest, you will be placed onto the registry.
- Once you register, you will receive an email confirmation. Please **retain this confirmation for your records**.
- If a confirmation email is not received in either your inbox or junk mail folder, please contact the [HR Support Centre](#) without delay.
- Only those who meet the criteria as outlined in Article 26.10 E. of the Academic Employees Collective Agreement, will get priority in hiring.

Please note: The hours you indicate that you are prepared to teach will not guarantee a corresponding work assignment. The College will review as per the terms of the Collective Agreement and operational requirements.

Questions?

For more information, please review the [Employee Partial-Load FAQs webpage](#).

Should you have any questions about the Partial-Load Registry procedures, or eligibility, please speak with your Associate Dean, or your union (info@opseu562.org).

In the event you experience any problems as you register, please contact the [HR Support Centre](#) (416.675.5001 or visit humber.ca/hrchat), so that Sara Abada, Labour Relations Coordinator can promptly review.

The College and Union highly encourage all Partial-Load Faculty to complete the process for the Partial-Load Registry.

We look forward to having you register your interest for future partial-load employment. Thank you for all your contributions to Humber College.

Sincerely,



Vin Berman
Director, Client Services,
Employee & Labour Relations



Miloš Vasić
President, OPSEU Local 562