

MEMO

Date: June 8, 2020
To: Partial Load Faculty
From: **Heather Black, Director, HRBP Services, Employee and Labour Relations**
Pearline Lung, Acting President, OPSEU Local 562
Re: Partial Load Registry – Please register for Partial Load Work for 2021 by **October 30, 2020**

About the Registry (Article 26.10)

The Partial-Load Registry is in place for current or previously employed partial-load employees of Humber College to register their interest in being employed as a partial load faculty for the 2021 calendar year. Registered partial-load employees will be eligible to receive priority hiring for available partial load work based on the criteria set out in Article 26.10 of the OPSEU Academic Collective Agreement.

When and Where Do I Register?

We are pleased to announce that registration for the 2021 calendar year will begin on June 10, 2020. We strongly encourage you to register prior to the **October 30, 2020 deadline**. Please note that registration for prior years does not automatically register you for the upcoming year.

In order to access the Partial Load Registry, please find the access point on the front page of the Humber Human Resources webpage or go to the link at: hrs.humber.ca/partialloadregistry

When you register, it is extremely important that you provide an accurate employee (Person) number (this can be found on your online pay stub or by contacting the I. T. Support Centre), and your 'N' number (Humber Number, available through your departmental contact or through I. T. Support Centre) in order for your registration to be effective. Once you register, you will receive a confirmation response which should be retained for your records.

Questions?

Should you have any questions about the Partial Load Registry procedures, please speak with your Associate Dean, the Client Support Centre (ext. 5001), or your OPSEU union representative (<http://contact.opseu562.org/>).

Have a great summer and thank you for all of your contributions to Humber College. We look forward to having you register for future partial load employment.

Sincerely,

Heather Black
Director, HRBP Services
Employee and Labour Relations

Pearline Lung
Acting President, OPSEU Local 562