

MEMO

Date: February 25, 2022
To: Partial Load Faculty
From: Heather Black, Director, HRBP Services, Employee and Labour Relations and
Milos Vasic, President, OPSEU Local 562
Re: **PARTIAL LOAD REGISTRY- Deadline: April 30, 2022**

There have been some date changes made recently in respect to the administration of the partial load registry.

The new deadline for registering interest for partial load work is **April 30, 2022**. This registry will cover the work terms of **Winter 2023, Spring 2023, and Summer 2023**.

The registry will be open as of **Monday February 28, 2022**.

You are strongly encouraged to register as soon as possible to ensure that you are eligible for priority hiring for partial load work as set out in the collective agreement.

About the Registry (Article 26.10)

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 of the OPSEU Academic Collective Agreement. Please note that the dates established for the registry have changed with a new registry date of April 30th.

Registry Date Changes

The partial load registry list which closed on October 31 2021 will be used for determining priority for the calendar year of 2022 that is covering the terms of Winter 2022, Spring/Summer 2022 and Fall 2022.

The new deadline for registering interest, which will close on **April 30 2022** will cover the winter term of 2023, spring term of 2023 and summer term of 2023.

On April 30, 2023 (and every following April 30th) there will be another deadline for registering interest for the 2023-2024 Academic year covering Fall 2023, Winter 2024 and Spring/Summer 2024.

When and Where Do I Register?

We are pleased to announce that registration for the 2023 calendar year will begin this Monday, February 28, 2022. The deadline to register is April 30, 2022.

MEMO

Please note: prior registration does not carry over from one registry period to another. It is required that you register again prior to the April 30, 2022 deadline for the winter term of 2023, spring term of 2023 and summer term of 2023. The College and Union highly encourage all Partial Load Faculty to tender a submission for the Partial Load Registry.

In order to register for 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. To register, you will require your Humber employee number as well as your N number. Your Humber employee number can be found on your pay stub, or you can ask your manager for it. Your N number is used to log into the system. Once you register, you will receive an email confirmation at the email address provided, **please retain the confirmation for your records.**

Questions?

Should you have any questions about the Partial Load Registry procedures, please speak with your Associate Dean, your Human Resources Business Partner (ext. 5001), or your union (info@opseu562.org).

In the event you experience any problems as you register, please contact the HR Service Centre so that this can be promptly reviewed and responded to by Sara Abada, LR Coordinator.

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

Milos Vasic
President, OPSEU Local 562