



# Local 240

Representing professors, counselors, librarians and instructors at Mohawk College

## Partial-Load (PL) Registry Questions and Answers

### 1. How do you get on the PL Registry?

PL faculty must register annually in order to have priority status for the following calendar year. Registration will open in January of each calendar year and close October 30.

For 2018 only, registration will open on September 4, and close October 30.

### 2. What are the criteria by which PL employees are deemed to have priority hiring?

PL faculty are eligible for priority hiring if they meet the following criteria:

- a. They have registered as in (1) above;
- b. they are currently employed, or;
- c. they have previously been employed as a partial-load employee for at least eight months of service within the last four academic years.
- d. The assignment of course(s) will not cause the employee to teach more than 12 hours.

### 3. How far back does the record of courses taught by a PL faculty go?

The Registry will have 4 academic years of history, starting with September 2014.

### 4. Are we including faculty who work in the spring/summer 2018 semesters as registered in the partial load registry?

No. However, all partial-load employees employed for all or part of the period from September 1 to December 31, 2017 will be deemed to have registered for the 2018-2019 academic year.

### 5. Will Human Resources identify a partial load employee's months of service for Academic departments?

Human Resources will manage the main Registry, and validate which PL faculty have registered and what their months of service are once the Registry closes on October 30. The course history for each PL faculty will be housed in each academic area.



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## **6. What happens if there are more than two partial load employees eligible for a partial load assignment?**

Where two or more partial-load employees would be entitled to be offered the course assignment, the employee with the most service will be offered the first opportunity. All the partial-loads in question must satisfy the criteria for hiring preference in (2) above.

## **7. How are months of service for PL faculty calculated?**

As per Collective Agreement article 26.10C.

## **8. What is the implication of any type of leave on offering of PL assignments - how do we count the leave or not? Impact of sick, maternity, parental etc.**

The leave time does not count towards service time accrual. The employee would be eligible to register as they would be considered currently employed, but on approved leave.

## **9. How long will employees have to register themselves for the following year?**

After October 30, the list will be generated online through HR and the lists will be provided to the academic departments (by Human Resources) for verification. Each academic area will have a record of the courses taught by all PL faculty.