

These rates are to be used in order to ensure similar positions on campus are paid similar rates of pay. New and/or changed positions must be reviewed with Human Resources and Environment, Health & Safety staff (extension 3279, 3275, 3169 or 5622) prior to an offer of employment. Payments will correspond with scheduled pay dates (please see the HR/EHS web site (Payroll Section) for pay dates and submission deadline dates (www.brocku.ca/hr-ehs)).

Employees paid according to these rate schedules are normally students and are to be employed on a relatively short-term basis (e.g. a student incumbent would be expected to resign the position upon graduation and another student appointed). These positions do not acquire service that can be transferred in the event they become employed in a permanent University position. This is a condition of employment that should be made clear when hiring.

On hiring or rehiring a part-time employee, a timesheet authorization or a contract must be created using the online contract/timesheet system. If you have questions regarding inputting of employees in the online contract or timesheet system (i.e. to arrange system access, set-up new departments), please call extension 3969 in Human Resources and Environment, Health & Safety. Once you have made the offer of employment, please request and/or verify from the application form the following details:

EXISTING EMPLOYEE (CHECK TO SEE IF SHE/HE HAS WORKED IN ANOTHER BROCK DEPARTMENT): Ask if the individual already has an active Brock University Employee Number. If so, obtain their employee number and verify their full name, current address (including postal code) and phone number. By inputting their employee number, personal details such as name, date of birth and Social Insurance Number (SIN) will be pre-filled with the past data in the system. You will need to update as necessary and add the telephone number. For employees who also have an employment authorization (VISA), please send a photocopy to HR/EHS if revised.

IF NEW EMPLOYEE: A new employee number will be generated by the inputting of the timesheet authorization or contract into the online system. In order to generate the printed timesheet authorization or contract, request and/or verify from the new employee their full name, address (including postal code), date of birth, phone number, Social Insurance Number (SIN). For employees who also have an employment authorization (VISA), please send a photocopy to HR/EHS for the employee's file.

Once you have made an offer of employment/hired someone, it is then valid to request the above personal information. Forward a photocopy of current and/or renewed VISA information to Human Resources and Environment, Health & Safety. Once electronic signature has been completed, a hardcopy of the "Letter of Offer" (timesheet authorization or contract) is printed for the employee's signature and return to HR/EHS. Please note that an employee's pay will begin at the next possible pay date following return to HR/EHS of the signed original of the "Letter of Offer (contract/timesheet authorization).

Please treat all personal information provided as private and confidential. As such, it should be stored in a secure location and this information may be used for employment related purposes (i.e. the reason it was given). It should not be used for other purposes (e.g. birthday celebrations/holiday cards, etc.).

Although Direct Deposit pay slips contain confidential information about an area's employee(s), in the event that they are not picked up, they should not be shredded at a departmental level. If your department is faced with this situation, please batch and mail them to each employee's home address. If you are unable to do so, please sort the slips by employee's last name and return them to Human Resources and Environment, Health & Safety on a quarterly basis with a note indicating that these slips were not picked up. We will then store them for a period of time in the event that the employee later requests their pay slips.

***** Changes to reflect the March 31, 2010 Minimum Wage Changes are effective Sunday, March 28, 2010 for 2010 (to coincide with the start of a work week) all others remain unchanged from the 2009/2010 student rate schedule for the period March 24, 2010 through to March 31, 2012 (inclusively).**

Revised & reposted on HR/EHS web site May 11, 2010

1) Casual Student Rate Schedule

Pertains to: Staff, usually students, who are employed on a casual (i.e. hourly) basis who perform duties in the areas listed below.

Hourly Rate

Please note: Vacation Pay (4%), which the employee receives each pay will be added to the following rates plus the additional cost of government mandatory benefits (CPP, EI, Health Tax, WSIB) which is charged to the budget account indicated (approximately 10% on top of the rate of pay plus vacation pay).

In effect March, 2010 * through to March 31, 2012**

*** Reflects revised March 31, 2010 provincial minimum wage (\$10.25/hour) - Effective March 28, 2010 *****

Alumni Tracer **\$10.25***

Ambassador

Applicant Caller

Bar Helper, Special Events

Basic Labour (stuffing envelopes, collating, photocopying, data input)

Bindery Assistant (Print Shop)

Concessionaire/Bartender (Centre for the Arts)

Conference Assistant

Communications Assistant, International Market Development

Convocation Assistant

Equipment Room Attendant (requires current First Aid and CPR certifications) Jr., Recreation Services

Exam Room Monitor

Facilities Supervisor/Helper (Residences)

Field House Staff, Recreation Services

Lab Monitor (User Services, ITS)

Mail Delivery (no driving)

Referee, General Sports (Minimum Rate), Recreation Services

Registration Assistant (Registrar's, Finance)

Rowing Centre Attendant, (requires current First Aid and CPR certifications), Athletics

Monitoring Associate (Campus Store)

Student Community Patrol (Residences)

Student Office Assistant (e.g. Education, Finance, Health Services, International Services, Registrar's, Student Development Centre) - filing, keyboarding, processing forms, accepting payments

Student Helper, Labour, Usher (Centre for the Arts)

Student Service Desk Clerk (Residences)

Timekeeper, General Sports (Intramurals, Recreation Services)

Welcome Centre Assistant - Fall/Winter (Community Services)

Welcome Desk Staff, Jr (Recreation Services) - includes cash handling

*** Reflects revised March 31, 2010 provincial minimum wage (\$10.25/hour) - Effective March 28, 2010 *****

Aboriginal Student Peer Mentor (Student Development Centre) **\$10.25***

Alumni Relations Student Assistant (i.e. Events)

Bar Helper/Supervisor

Box Office Clerk (Centre for the Arts)

Brock Days Assistant (Community Services)

Conference Assistant, Senior (Community & Event Services)

Coordinator of Officials (Intramurals, Recreation Services)

Diploma Assistant

Equipment Room Attendant (requires current First Aid and CPR certifications) Sr., Recreation Services

***** Changes to reflect the March 31, 2010 Minimum Wage Changes are effective Sunday, March 28, 2010 for 2010 (to coincide with the start of a work week) all others remain unchanged from the 2009/2010 student rate schedule for the period March 24, 2010 through to March 31, 2012 (inclusively).**

Revised & reposted on HR/EHS web site May 11, 2010

In effect March, 2010 *** through to March 31, 2012

*** Reflects revised March 31, 2010 provincial minimum wage (\$10.25/hour) - Effective March 28, 2010 *****

Exam & Literacy Proctor	
Fitness/Spin Program Assistants, Recreation Services	\$10.25*
Group Leader (Intramurals, Recreation Services)	
Head Resident (Residences)	
House Manager (Centre for the Arts)	
Instructional Resource Centre (IRC) Supply Desk Clerk	
Mail Delivery (driving required)	
Merchandise, Personal Shopping Assistant (Campus Store)	
Referee, General Sports (Intermediate Rate), Recreation Services	
Student Community Patrol, Head (Residences)	
Student Office Assistant, Senior (reception, computer applications) - various departments	
Student Parking Attendant, Student Enforcement, Student Office Assistant, Parking Services	
Telegrad Caller (Starting Rate)	
Timekeeper, Ice (Intramurals, Recreation Services)	
Welcome Centre Assistant - Summer (Community Services)	
Welcome Desk Staff, Sr. (Recreation Services) - includes cash handling	
Zone Training Assistant I (Recreation Services)	

Remains in effect March 24, 2010 * through to March 31, 2012**

Audio Visual Assistant (Telecommunications & Networking Services, ITS)	\$10.25
Diversity Peer Assistant (Human Rights & Equity Services)	
Lab Advisor, Jr. (User Services, ITS)	
Peer Educator (Health Services)	
Sales Associate, Courtesy Centre Associate - New (Campus Store)	
Financial Peer Assistant (Student Awards & Financial Aid)	\$10.75
Lab Advisor, Intermediate (User Services, ITS)	
Sales Associate, Courtesy Centre Associate - Returning (Campus Store)	
Senior Diploma Assistant	
Student Technical Assistant (Dramatic Arts Program)	
Telegrad Caller (Maximum Rate)	
Jr. Ice Hockey Official (Recreation Services)	\$11.00
Referee, General Sports (Maximum Rate), Recreation Services (required to be carded)	
Summer/Student Supervisor Equipment Room Attendant, Welcome Desk Assistant, Recreation Services (requires current First Aid and CPR certifications)	
Telegrad Team Leader (Minimum Rate)	
Zone Training Assistant II, Recreation Services	
Telegrad Team Leader (Maximum Rate)	\$11.10
Smart Start Team Assistants	
Recruitment & Liaison Level I (Tour Guide/Experience Coordinator (Campus and/or Summer); Brock Talk Operator; Student Communications Assistant)	
Box Office Clerk, Centre for the Arts, Senior (Leadhand/Summer)	\$11.25
Career Services Assistant Level I (Career Resource, Exp. Plus/Works/MedPlus, Special Events)	

***** Changes to reflect the March 31, 2010 Minimum Wage Changes are effective Sunday, March 28, 2010 for 2010 (to coincide with the start of a work week) all others remain unchanged from the 2009/2010 student rate schedule for the period March 24, 2010 through to March 31, 2012 (inclusively).
Revised & reposted on HR/EHS web site May 11, 2010**

Remains in effect March 24, 2010 *** through to March 31, 2012

Delivery/Bindery Assistant	\$11.25
International Exchange Assistant, International Student Assistant, Publication & Communications Assistant, International Services)	
Lab Advisor, Senior (User Services, ITS)	
Shipper/Receiver/Stores Assistant	
Student Office Assistant (Business)	
Summer Zone Assistant, Recreation Services	
Career Services Assistant Level II - Intermediate (Career Resource, Experience Plus/Works/MedPlus, Special Events)	\$11.50
Data Entry Assistant, YLC-CURA	
Head Monitor (Student Development Centre)	
Learning Strategist Assistant (Student Development Centre)	
Lifeguard, Recreation Services (requires current First Aid, CPR and lifeguarding certifications)	
Literacy Tutor, Reading Clinic (Education)	
Peer Assistant (Career Services)	
Project/Thesis Coordinator (Education)	
Teaching Associate Survey Assistant (Education)	
Telegrad Senior Team Leader (Minimum Rate)	
Telegrad Senior Team Leader (Maximum Rate)	\$11.60
Career Services Assistant Level III - Senior (Career Resource, Experience Plus/Works/MedPlus, Special Events)	\$11.75
Health Peer Educator (Team Coordinator), Health Services	
Student Conduct & Activities Summer Assistant	
Zone Student Supervisor (Recreation Services)	
Alumni Relations Coordinating Assistant (i.e. Events, Alumni/Mentoring, Communications)	\$12.00
Career Services Assistant Level IV - Leadhand (Career Resource, Experience Plus/Works/MedPlus, Special Events)	
Computer Lab Student Supervisor (User Services, ITS)	
Lead Campus Experience Coordinator (Recruitment & Liaison)	
HELP Desk Assistant, Level 1, (User Services, ITS)	
Smart Start Team Leader	
Aquatics Instructor, Recreation Services (+ <i>lifeguarding</i>) (requires current First Aid, CPR, lifeguarding and swim instruction certification)	\$12.15
HELP Desk Assistant, Level 2, User Services, ITS	
Instructor, PALS, Recreation Services	
Fitness/Spin Instructor, (Minimum Rate), Recreation Services	\$12.65
Learning Strategist Peer Assistant (Student Development Centre)	
Sr. Ice Hockey Official (Recreation Services)	
Research Assistant, YLC-CURA	\$12.75
Transcriber, Education	

*** Changes to reflect the March 31, 2010 Minimum Wage Changes are effective Sunday, March 28, 2010 for 2010 (to coincide with the start of a work week) all others remain unchanged from the 2009/2010 student rate schedule for the period March 24, 2010 through to March 31, 2012 (inclusively).
Revised & reposted on HR/EHS web site May 11, 2010

Remains in effect March 24, 2010 * through to March 31, 2012**

Guest Relations Student Coordinator (Conference & Event Services)	\$12.90
Stagehand (Centre for the Arts)	
Student Accounting Assistant (Finance Office)	
Student Collections Assistant (Library)	
Computer Lab Student Supervisor (Senior), User Services, ITS	\$13.25
Referee, Ice Sports (Maximum Rate), Recreation Services (required to be carded)	
Sports School Instructor (Athletics)	
Web Developer, ITS - Entry/Junior Level	
Aquatics Instructor, Recreation Services (+ <i>lifeguarding</i>) - Private Lessons (requires current First Aid, CPR, lifeguarding and swim instruction certification)	\$13.50
Aquatics Supervisor, Recreation Services (requires current First Aid, CPR, lifeguarding and swim instruction certification)	
Exam Invigilator, Literacy Coordinator	
Exam Printing Coordinator	
Web Developer, ITS - Senior Level	\$13.96
Fitness/Spin Instructor, (Intermediate Rate), Recreation Services	\$14.55
Chief Exam Invigilator	\$15.27
Fitness/Spin Instructor, (Maximum Rate), Recreation Services	\$15.81
Zone Personal Trainer (Recreation Services)	

***** Changes to reflect the March 31, 2010 Minimum Wage Changes are effective Sunday, March 28, 2010 for 2010 (to coincide with the start of a work week) all others remain unchanged from the 2009/2010 student rate schedule for the period March 24, 2010 through to March 31, 2012 (inclusively).
Revised & reposted on HR/EHS web site May 11, 2010**

Remains in effect March 24, 2010 *** through to March 31, 2012

2) Student Assistant Rate Schedule

First Year Complete Rate	\$12.50/hour
Second Year Complete Rate	\$13.25/hour
Third Year Complete Rate	\$15.05/hour
Fourth Year Complete Rate	\$20.93/hour
Master's Complete Rate	\$25.87/hour

Pertains to: Students employed in a job for which their academic education is required, and would normally be working on a short-term scientific or research project.

Students shall be paid according to the following schedule: Please note that in the absence of an updated authorization an employee's hourly rate will continue at the rate currently on file/authorized (i.e. June 30).

First Year Complete Rate -	Paid to employees who have completed the first year of a relevant undergraduate degree.
Second Year Complete Rate -	Paid to employees who have completed the second year of a relevant undergraduate degree.
Third Year Complete Rate -	Paid to employees who have completed a relevant three-year undergraduate pass degree or the third year of a relevant undergraduate honour's degree.
Fourth Year Complete Rate -	Paid to employees who have completed a relevant four-year honour's degree.
Masters Degree Complete Rate -	Paid to employees who have completed a relevant master's degree.

Please note: Standard Vacation Pay (4%), which the employee receives each pay will be added to the above rates plus additional government mandatory benefit cost ((CPP, EI, Health Tax, WSIB) is charged to the budget account (approximately 10% on top of the rate of pay plus vacation pay).

*** Changes to reflect the March 31, 2010 Minimum Wage Changes are effective Sunday, March 28, 2010 for 2010 (to coincide with the start of a work week) all others remain unchanged from the 2009/2010 student rate schedule for the period March 24, 2010 through to March 31, 2012 (inclusively).
Revised & reposted on HR/EHS web site May 11, 2010