



Human Resources Department
 Regional Office
 11401 - 8th Street
 Dawson Creek, B.C.
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 Ph: 250-782-5251
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Temporary Contract Short-Term Appointment Amendment

Employee Information

Name _____ Phone _____ Address _____
 Does employee currently hold a Regular position at Northern Lights College? Yes No

Position Information

Position is under 30 days Yes No If No, provide competition number _____
 Job Title _____ Campus _____ Employee Group _____
 Step/Classification _____ Hourly Rate _____ /hour
 Start Date YY/MM/DD End Date YY/MM/DD Total Contract Hours _____
 (If Temporary Contract)
 Total Hours per Week _____
 (If Short-Term Appointment)

Short-Term Appointment Daily Hours

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Account Code _____ Signature _____
 Special Project Code _____

Employee Agreement

- For all temporary contracts, timesheets must be approved and submitted to the Payroll department by posted cut-off dates. This is an employee responsibility and pay may be delayed if timesheets are late or incomplete.
- For all short term appointments, if vacation pay has not been paid each pay period there will be a payout at the end of the contract.
- This contract has been issued subject to sufficient enrolment.
- Your Union steward is _____ . A copy of the Collective Agreement can be viewed on the *Staff Only* pages of the NLC website at nlc.bc.ca

AGREEMENT: I have read the above terms and accepted the contract as presented.

Employee Signature _____ Date _____

NOTE TO STAFF PREPARING CONTRACTS:
 Please send a copy of the **signed** contract to Personnel for processing, give one to the employee, and keep a copy for your records.

FOR HR USE ONLY
 Do not remove from directory