

MEMORANDUM

To: All full-time and partial-load faculty members

From: Karen Cullen, Executive Director, Human Resources Services and Organizational Development

Date: November 23, 2009

Re: Revised Terms and Conditions of Employment

Please find attached the revised terms and conditions of employment for academic staff that incorporates the improvements to salaries and workload effective November 18, 2009. You may also access this information on the Loyalist Wiki at [http://loyalistwiki.loyalistcollege.ca/index.php?title=Schools%2C Departments and Committees/Human Resources Services and Organizational Development/H.R. NEWS](http://loyalistwiki.loyalistcollege.ca/index.php?title=Schools%2C+Departments+and+Committees/Human+Resources+Services+and+Organizational+Development/H.R.+NEWS).

You will note that the changes have been highlighted for ease of use.

Effective December 1, 2009, the available Optional Life Benefit will be increased to a maximum of \$300,000 subject to a medical questionnaire. You are invited to access this benefit.

In addition, if you are experiencing any difficulties with benefit claims, we will make every effort to assist in helping to resolve your claims by calling or emailing our benefits administrator Joe Hotts at Ext. 2321 (email jhotts@loyalistc.on.ca) or Deb Smith at Ext. 2345 (email dasmith@loyalistc.on.ca).

If you should have any questions arising from the revised T's and C's please do not hesitate to contact me at Ext. 2331 or email kcullen@loyalistc.on.ca.

Yours truly,

C. McQuinn
for Karen Cullen