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PLEASE NOTE THAT THE GENERAL OFFER OF SERVICE **MUST BE RECEIVED BY HUMAN RESOURCE SERVICES** (3RD FLOOR, H-BLDG. Our office hours are 8:30 a.m. to 4:30 p.m., closed between 12:00 and 1:00 p.m).

**PAPER FORMS MUST BE RECEIVED NO LATER THAN 4:30 PM ON APRIL 30, 2018. FORMS SENT BY EMAIL TO** [**TeacherGOS@vaniercollege.qc.ca**](mailto:TeacherGOS@vaniercollege.qc.ca) **must be transmitted by the end of the day, APRIL 30, 2018.**

**IT IS THE TEACHER’S REPONSIBILITY TO ENSURE THAT THE GENERAL OFFER OF SERVICE IS RECEIVED BY HUMAN RESOURCE SERVICES WITHIN THE MONTH OF APRIL 2018.**

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| --- | --- |
| **TO:** | **HUMAN RESOURCES** |
| **FROM:** |  |
|  | **NAME (PRINT)** |
| **SUBJECT:** | **General Offer of Service 2018-2019** |

I hereby submit my **GENERAL OFFER OF SERVICE** in the following discipline(s):

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for the 2018-2019 academic year, in order to maintain my hiring priority under clause 5-4.00 of the FNEEQ collective agreement. This covers teaching duties for the Regular Day Program, Continuing Education and Summer School 2019.

**COMMENTS:**

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**EMPLOYMENT SITUATION**

Considering the definition of full-time employment (see Item A), to the best of your knowledge, check one or the other of the following declarations for the 2018-2019:

I hold or will hold full-time employment for the 2018-2019 academic year and, consequently, I am in a double employment situation for the academic year.

I do not or will not hold full-time employment for the 2018-2019 academic year and consequently, I shall not be in a double employment situation for the academic year.

Signature Date (mm/dd/yyyy)

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1. DEFINITION OF FULL-TIME EMPLOYMENT

A teacher shall be considered to hold full-time employment:

1. any person who performs remunerated work outside the College for a length of time corresponding to the number of weekly or monthly hours worked by persons holding similar full-time jobs, according to what is generally recognized in their type of work;
2. any person who, while holding full-time employment, is on leave of absence with pay;
3. any person who, while holding full-time employment, is on availability with pay;
4. any person who holds a regular full-time manager, professional or support staff position in the College;

Any person who meets one or more of the above criteria shall declare himself/herself as holding full-time employment and shall be considered as holding dual employment.

Only a person holding full-time employment or who expects to hold full-time employment during the entire academic year for which he/she submits his/her candidacy shall declare himself/herself as holding dual employment.

1. EXPLANATIONS
2. PROFESSIONAL ACTIVITY (remunerated work outside the College)

This expression shall signify a remunerated professional activity, carried out as an employee or as a self-employed person under contract or otherwise.

1. AVERAGE NUMBER OF HOURS PER WEEK

The average number of hours per week is not a determining factor for your status of employment. To determine whether you hold full-time employment, refer to item A.

1. CUMULATION OF EMPLOYMENT

The accumulation of professional activities does not result in a person to be considered as holding full-time employment.