Partial Load Members' Manual

A Companion Guide to the Collective Agreement

OPSEU CAAT-A Local 657

October 8, 2026

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Local 657 President's Message

Hello Partial Load Members,

It is with pleasure that Local 657 presents to you our Partial Load Members' Manual – A Companion Guide to the Collective Agreement.

Partial Load Members represent a significant portion of our bargaining unit, and their contributions are vital.

We, your Local Executive Committee (LEC), decided to increase our education activities with PL members to ensure members feel empowered, particularly as it relates to their working knowledge of the collective agreement. Our goal always is an engaged, informed membership.

David Hamilton is principally responsible for writing and aggregating the information contained herein. Drawing from years of his own experiences as a partial load member, his knowledge of the collective agreement, and his consideration of recent bargaining outcomes, David is an invaluable resource for members and for this LEC. I want to thank David, personally, for his contributions.

We encourage members to use this companion guide as a reference, and to continue to reach out to the LEC as issues emerge. We are here and we are always prepared to listen and provide guidance to help you navigate the ins and outs of partial load work.

In solidarity,

Sean Lougheed

President (2026-2028)

Local 657 (FT/PL) Executives and Stewards 2026-2028

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What is OPSEU?

OPSEU stands for the Ontario Public Service Employees Union.

OPSEU/SEFPO – The 200,000-strong union of Ontario public sector workers.

The Colleges of Applied Arts and Technology - Academic (**CAAT-A**) membership selected OPSEU as their union back in the 1970s.

College Faculty – Full-time and Partial-load (CAAT-A FT/PL) – OPSEU/SEFPO

Full-time and partial-load faculty make up one part of the CAAT-A bargaining unit.

Recently, part-time and sessional faculty joined the CAAT-A bargaining unit.

As a member of this CAAT-A FT/PL bargaining unit, you receive the wages, benefits and professional conditions that have been negotiated by OPSEU on your behalf.

OPSEU negotiates your **Academic Employees Collective Agreement** and represents you in day-to-day contract administration regarding wages, benefits and working conditions.

https://opseu.org/wp-content/uploads/2026/02/2024_Academic_Collective_Agreement__EN_Signed.pdf

You are automatically entitled to these services under the **Colleges Collective Bargaining Act**.

Colleges Collective Bargaining Act, 2008, S.O. 2008, c. 15 | ontario.ca

ACTION: An electronic OPSEU membership application form is available at the link below:

OPSEU Membership Application Form: New Submission

What is an OPSEU Local?

Each of the CAAT-A faculty unions in the 24 Ontario Community Colleges constitutes one "local" in the overall OPSEU organizational structure (which includes locals from a wide variety of Ontario public services).

Your **Local 657** executive officers and stewards are your primary source of information and guidance (in addition to your Collective Agreement, of course) as you deal with day-to-day workplace conditions.

Membership into your local is free and comes with many advantages, including allowing you to have a voice during negotiations, and in the event of a strike, eligibility for strike benefits such as strike pay.

If you wish to ensure confidentiality when communicating with your Local 657, we strongly recommend that you use a private e-mail address, rather than using your College (employer provided) e-mail account.

Why become a member of Local 657?

While the payment of union dues is automatic (**Article 26.05** partial-load faculty shall pay dues in accordance with Article 10, Union Deduction), membership in the union is voluntary.

So why should you join **Local 657**? Here are a few of the benefits of membership.

Union members develop contract demands for bargaining and union policy. They can present motions, and vote at union meetings. By participating in Local 657 meetings, you can advance your particular interests as partial-load faculty. This function is especially important when each union local establishes its demands for an upcoming round of negotiations.

Union members may run for union office and participate in the election of stewards and officers who direct the activities of Local 657, the trustees who oversee the financial records of the local, and the delegates who represent the local at OPSEU's CAAT-A demand-setting meetings and at the annual OPSEU Convention.

In the event of a lockout or strike, only union members are entitled to strike pay.

Numbers count. The number of delegates from Local 657 to the annual OPSEU Convention is determined by the number of signed members in our local. The more CAAT-Academic delegates we have voting at convention, the greater our impact on the direction of OPSEU.

OPSEU central provides a rebate to Local 657 of members' union dues that is determined by the number of members in the local.

What are the categories of contract faculty?

Part-Time:

If you teach **6 hours or less per week**, then you are **part-time** faculty. You are a part of the OPSEU CAAT-A **PT/SL** bargaining unit.

Partial-Load:

If you teach **between 7 and 12 hours per week**, then you are **partial-load** faculty. You are included in the OPSEU CAAT-A **FT/PL** bargaining unit and have rights under the Academic Employees Collective Agreement.

Sessional:

If you teach **more than 12 hours per week**, then you are **sessional** faculty. You are a part of the OPSEU CAAT-A **PT/SL** bargaining unit.

For decades, College faculty were divided into two groups: those who were unionized and those who weren't. Full-time and partial-load faculty have long been unionized and represented by OPSEU under the Colleges Collective Bargaining Act (CCBA) since 1971.

As of April 2025, all part-time and sessional faculty are now unionized with OPSEU. They will bargain their own first collective agreement soon that will set out future working conditions for all part-time and sessional faculty going forward, and continue to build on this through successive rounds of bargaining. They join the full-time and partial-load faculty colleagues as members of "CAAT-A": The Colleges of Applied Arts and Technology - Academic" division within OPSEU.

NOTE: It is possible that a contract faculty member may move back and forth between partial-load and part-time (depending on their teaching contracts from term-to-term)

ACTION: You are encouraged to make an OPSEU membership application for both units (FT/PL and PT/SL)

OPSEU Membership Application Form: New Submission

How does the Collective Agreement affect partial-load faculty?

The **Academic Employees Collective Agreement** affects vital aspects of your job, such as:

Your **wages** (pay for teaching contact hours).

Your **seniority** (service credits earned).

Your **job security** (Partial-Load Registry).

Your access to paid sick leave.

Your access to extended health and paraprofessional services.

Your access to employee-paid insurance benefits (e.g., vision, hearing, dental and life insurance).

We encourage you to take full advantage of these important rights and financial rewards – won for you through collective bargaining by OPSEU.

Many of the articles of the Collective Agreement apply to both full-time and partial-load faculty.

However, since partial-load faculty wages, step progression, job security, sick-leave provisions and health and insurance benefits differ from those of full-time faculty, the rights exclusively related to partial-load faculty are defined in **Article 26** of the **Academic Employees Collective Agreement**.

Academic Employees Collective Agreement 2024-2027:

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Wages for partial-load faculty

Partial-load faculty are paid an hourly wage based on their **teaching contact hours**.

The College determines partial-load faculty pay by the number of teaching hours per week. It deems this hourly rate to cover out-of-class preparation and marking time.

This should be stated in the partial-load faculty appointment letter.

"As per **Article 26.02 A** partial-load faculty shall not receive salary or vacations but shall be paid for the performance of each teaching contact hour at an hourly rate calculated in accordance with Article 26.04."

"As per **Article 26.02 B** Effective July 2, 2025 all partial-load employees shall be paid $65.00 per hour for a minimum of one hour for all mandatory meetings and mandatory training scheduled by the college not associated with the academic deliverables of the partial load contract.

"As per **Article 26.02 C** a portion of the hourly pay rate is in lieu of vacation pay."

The partial-load faculty appointment letter should specify the number of teaching contact hours per week, the date range that these teaching contact hours will fall between, and the rate of pay per hour (including the step at which this rate of pay is located).

"**Article 26.04** indicates the hourly rate paid at each step for partial-load faculty. For progression on the grid, refer to Article 26.10 B & C."

In their first contract with the College, partial-load faculty are assessed in terms of education and experience to determine their **starting rate of pay**.

As per **Article 26.03 A** the determination of partial-load faculty starting step and progression within the hourly rate schedules shall be in accordance with the Job Classification Plans.

The Job Classification Plans (at the end of the Collective Agreement) define the factors for assessing your qualifications and computing your initial placement.

NOTE/ACTION: Is your current rate of pay correct? Should you have moved up the rate of pay grid based on your service credits? Follow up with ODTM (Human Resources) as needed.

Academic Employees Collective Agreement 2024-2027:

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Starting rate of pay calculation for partial-load faculty

Your initial rate of pay step is determined based on the education credentials and work experience you possess that are relevant to your job. ODTM (Human Resources) should ask you for a complete CV, or ask you for a detailed list of your education and work experience. Based on this information, your starting rate of pay step is determined.

ODTM may, at their discretion, give partial-load faculty up to 5 additional steps on the pay grid beyond what the calculation determines (but not exceeding the max step). After the college has made you a job offer, if you feel that your skills, professional designations, experience and/or education are not properly recognized by the formula, you should have a discussion with your supervisor to consider providing you with one or more discretionary steps.

It is also important to understand that when the college system was established over 50 years ago, a PhD (or even a Masters degree) was not a requirement for most academic positions at colleges. The current formula cannot accurately capture a PhD in the education section of the calculation either. However, OPSEU CAAT-A believes that PhDs should be recognized. With the current formula in place, this can be done through discretionary steps or years of experience. Do not hesitate to ask ODTM for consideration in this regard.

Relevant work experience is counted in years, although your college may break that down into years and months for more accuracy. Years of experience have the following tiered points system: up to 5 years = 1 point per year; next 9 years = 2/3 point per year; next 12 years = ½ point per year (Note: this means maximum years of experience counted is 26 years)

Years of education are counted as 1.5 points per year, with maximum caps set for 3 categories of credentials (college = 4 years max; university = 6 years max; work-study programs or certified journeyperson = 5 years max). The collective education maximum for all 3 categories is 7 years.

Any credentials that are counted must be increasing and successive in level of expertise. In addition, the curriculum must not duplicate that of any previous credential, and all credentials must be relevant to your hired position. If the job posting has listed a credential as required or asset, they should be counted in your salary calculation.

The individual's initial rate of pay step is calculated by adding the points from education and experience, then subtracting the sum by 8 (for partial-load faculty). If the final answer is a decimal, round up to the next whole number.

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Service credits and step progression for partial-load faculty

Article 26.10 of the **Academic Employees Collective Agreement** addresses job security for partial-load faculty.

As per **Article 26.10 B** for the purpose of determining the service of a partial-load teacher under 27.06 A (iv), (v), (vi), and 27.08 B and for the purpose of determining progression through the grid **ten months** of on-the-job experience will entitle the employee to **one year of service** and to progress **one step** on the grid, except as noted in 26.10 C.

As per **Article 26.10 C** on-the-job experience will be calculated as follows:

Partial-load faculty will be entitled to credit for service from September 1, 1971 (but not earlier) on the basis of ½ month's credit for each full month of service up to January 1, 1977 and thereafter on the basis of ½ month's credit for each calendar month in which the faculty member teaches 30 hours or more and from **October 1, 2017** (but not earlier) on the basis of **one month credit** for each **calendar month** in which the faculty member teaches **30 hours** or more up to **September 22, 2022**, and from **September 23, 2022** (but not earlier) on the basis of **one month credit** for each **calendar month** in which the faculty member is teaching **28 hours** or more.

NOTE: You may not want to rely on ODTM (Human Resources) to keep an accurate accounting of your accrued service credits. It seems they do not have an automated way to do these calculations for partial-load faculty.

ACTION: Do the service credit calculation yourself and follow-up with ODTM as necessary. This impacts how you progress up the rate of pay grid. It also impacts your standing on the Partial Load Registry (for seniority rights).

Academic Employees Collective Agreement 2024-2027:

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Seniority lists for partial-load faculty

Article 27 of the **Academic Employees Collective Agreement** addresses job security.

As per **Article 27.04 A**

In January of each year, the College shall prepare and post lists as follows:

(iii) a **seniority list** of all partial-load employees employed since the previous January showing the employee's name, division or department, and accumulated service to date.

Check the most recent (released January 2026) partial-load seniority list of active current partial-load faculty employed since the previous January (2025) that shows your accumulated service to date (in months).

2026-01-PL-Service-List-January-2026.pdf

NOTE/ACTION: Are you not on the most recent partial-load seniority list? This means that you have not been teaching since January 2025. That does not mean that you do not have service credits or an accumulated service to date (in months). Check with ODTM to confirm.

NOTE/ACTION: You may not want to rely on ODTM (Human Resources) to keep an accurate accounting of your seniority. Is your accumulated service to date (number of months) correct?

NOTE/ACTION: Do the service credit calculation yourself and follow-up with ODTM as necessary. This also impacts how you progress up the rate of pay grid. In addition, it also impacts your standing on the Partial Load Registry.

Academic Employees Collective Agreement 2024-2027:

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Record of courses taught by partial-load faculty

Article 26.10 of the **Academic Employees Collective Agreement** addresses job security for partial-load faculty.

As per **Article 26.10 D**

In addition to maintaining a record of a partial-load faculty member's job experience, the college shall keep a **record of the courses that the faculty member has taught** on or after December 20, 2017, in a part-time, partial-load or sessional capacity and the departments/schools where the partial-load employee has taught such courses.

A faculty member may provide the college with evidence of courses that the employee has taught in a part-time, partial-load, or sessional capacity prior to December 20, 2017.

NOTE: You may not want to rely on your supervisor or ODTM (Human Resources) to keep an accurate accounting of your taught courses.

ACTION: Keep track of your own taught courses (by term and course code and course title) and follow-up with ODTM as necessary. You may even consider asking to see what ODTM currently have on file for your taught courses. This impacts your rights to teach previously taught courses when tied into seniority rights and the Partial Load Registry.

Academic Employees Collective Agreement 2024-2027:

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Partial Load Registry

Article 26.10 of the **Academic Employees Collective Agreement** addresses job security for partial-load faculty. As per **Article 26.10 D**

By April 30th, 2025, a currently or previously employed partial-load employee must register their interested in being employed as a partial-load employee in the following academic year and the maximum number of teaching contact hours that they are prepared to teach (to a maximum of 12). This individual will be considered a registered partial load employee for the purpose of **Article 26.10 E**.

Effective the **2026-2027** academic year, currently or previously employed partial-load employees shall **automatically** be registered for partial-load priority consideration for the following semester. Any individual registered for partial-load priority shall advise their supervisor in writing of the maximum number of teaching hours they wish to be assigned (to a maximum of 12) by no later than April 30th of the preceding year.

By being automatically registered in the Partial Load Registry, ODTM (Human Resources) acknowledges your interest in being employed by Canadore College as a partial-load faculty member for the following semesters (i.e., Fall 2026, Winter 2027 and Spring 2027 academic terms).

ACTION: Be sure to advise your supervisor in writing (i.e., by email) of the maximum number of teaching hours you wish to be assigned (to a maximum of 12) by no later than April 30th of the preceding year.

Registered partial-load faculty have the right to be assigned the maximum number of partial-load courses, and also have seniority rights over classes that they have taught in any capacity (including part-time and sessional), including courses whose names or codes have been changed by the College.

Academic Employees Collective Agreement 2024-2027:

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Hiring of partial-load faculty

Article 26.10 of the **Academic Employees Collective Agreement** addresses job security for partial-load faculty. As per **Article 26.10 E**

Subject to the application of **Articles 2.02** and **27.06** commencing in the 2018-2019 academic year, where the school or department within a college determines that there is a need to hire a partial-load employee to teach a course that has previously been taught by that registered partial-load employee, pursuant to **26.10 D** in the department/school, it shall **give priority in hiring** to such partial-load employee if:

They have previously been employed as a partial-load employee for at least eight (8) months of service as defined in **26.10 C** within the last four (4) academic years, and

The assignment of such course will not cause the employee to exceed the maximum teaching contact hours for partial-load employees.

Where a school or department determines that there is a need to assign a course on a partial-load basis and a partial-load employee has **priority over such a course**, the school or department shall offer such employee the maximum number of teaching contact hours from amongst the courses for which they have priority but not exceeding the number of teaching contact hours that the partial load employee has indicated their preparedness to teach. Where the assignment of one or more courses is cancelled the school or department shall not be required to reassign or redistribute courses.

The offer of partial-load employment is conditional on the college subsequently determining there is sufficient enrolment to warrant the assignment being offered. Where two (2) 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.

Academic Employees Collective Agreement 2024-2027:

https://opseu.org/wp-content/uploads/2026/02/2024_Academic_Collective_Agreement__EN_Signed.pdf

Hiring scenarios for partial-load faculty

Scenario 1: I've been partial-load for 3 years, and was hoping to be again this term, but just found out I've been given a part-time contract (or no contract). What do I do?

Question # 1: Are you registered on the Partial Load Registry?

• **I don't know** - Contact ODTM (Human Resources) to confirm.

• **Yes -** I should have been automatically registered. Move on to Question # 2.

Question # 2: What course(s) have you taught, and in which department/school?

• Get a complete list with course code(s).

• These are the "cards" you have to play with. You can compete for any course(s), no matter how many times you've taught them. Once they're in your hand, they're yours to play.

• For each course on the list, move to Question # 3.

Question # 3: Has the college offered your course(s) to another partial-load faculty?

• **I don't know** - Ask your supervisor directly. In order to advocate for yourself, you need to have information, and they are obliged to provide that information. Be polite, but direct. If you're having trouble getting an answer, get your Local 657 involved.

• **No** - There is no violation of the collective agreement. The Partial Load Registry only addresses priority within partial-load faculty. Let your supervisor know you're interested in more work.

• **Yes** - Move on to Question # 4.

Question # 4: Do you have more service credits than the partial-load faculty member teaching the course(s) you have priority for?

• **I don't know** - Check the seniority lists. The Local 657 President will have a copy. You can also ask your supervisor or ODTM (Human Resources) representative.

• **No** - You do not have priority. Let your supervisor know you're interested in more work.

• **Yes** - You have priority - assert it! Let your supervisor know that you know you have priority. If the error is not corrected, contact Local 657 and consider grieving the matter.

Hiring scenarios for partial-load faculty continued

Scenario 2: My supervisor has asked me to take on additional teaching that would put me above 12 teaching contact hours per week. Should I accept?

According to **Article 26.01 B**, partial-load faculty are defined as professors who teach more than 6 and up to and including 12 hours per week on a regular basis."

In other words, if you go above 12 hours, you will no longer be partial-load, and you will no longer be covered by any provisions of the **FT/PL Academic Employees Collective Agreement**.

You will lose your OPSEU CAAT-A protection, the higher rates of pay that the union has negotiated, and all benefits that the union has negotiated.

In addition, as a sessional faculty member, you will not earn service credits nor gain any hiring priority rights under the Partial Load Registry.

Furthermore, you will have no right to be considered an internal candidate for any full-time job competitions that may occur in the period in question.

As a partial-load faculty member, **Article 27.11 B** of the Collective Agreement gives you the right to be treated as an internal candidate for any job competition occurring during your contract or one month following it.

The Article defines "consideration" as "a review of the competence, skill and experience of the applicants in relation to the requirements of the position."

This language does not necessarily guarantee internal candidates an interview.

As stated under **What Is OPSEU**, part-time and sessional faculty recently joined the CAAT-A bargaining unit. They are in the process of bargaining for their first Collective Agreement. Should you accept a teaching assignment that has more than 12 teaching contact hours, you would be a sessional faculty member and subject to the terms and conditions of the **PT/SL Academic Employees Collective Agreement**.

Paid statutory holidays for partial-load faculty

Article 26.09 of the **Academic Employees Collective Agreement** deals with statutory and college holidays.

Partial-load employees who are under contract on the last working day prior and the working day subsequent to a holiday as defined in **Article 16**, Holidays, shall be **paid** for these if they are regularly scheduled teaching days and shall have such day counted for the purposes of **service** pursuant to **Article 26.10 C**.

Under contract means there is a written contract between the College and the employee.

Partial-load faculty get paid and service credit for holidays that fall during the term (e.g., Thanksgiving in the fall term; Family Day and potential Good Friday in the winter term; Victoria Day, Canada Day and Civic Holiday in the spring term.

Academic Employees Collective Agreement 2024-2027:

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Paid sick leave for partial-load faculty

Partial-load faculty are entitled to paid sick leave.

Your entitlement can be calculated on the basis of your weekly teaching contact hours and the overall length of your contract (in months).

Article 26.08 B of the **Academic Employees Collective Agreement** has a chart outlining how many hours you are entitled to.

Here is the process currently used to administer paid sick leave:

Employee informs Supervisor of illness.

Supervisor confirms request for payment of sick day.

Supervisor sends information to Academic.Timesheets@canadorecollege.ca for awareness.

“Academic Timesheets” requests Short Term Disability (STD / sick) credit balance from ODTM via ODTM.Information@canadorecollege.ca to inquire if the employee has STD credits / sick time balance.

ODTM will review the employee’s sick balance, approve, and advise “Academic Timesheets” of balance.

Once approved, “Academic Timesheets” will advise the employee to submit the sick time as regular hours on the timesheet in accordance with balance, along with the following comment “Sick PL”

If STD/sick credits do not cover scheduled shift, then adjustment needs to be made to timesheet (e.g.,: scheduled shift is 3 hrs. but sick credits are only 2 hrs., then only pay 2 hrs. as “regular hours” and record comment “Sick PL”).

If pay period is locked, “Academic Timesheets” to work with Payroll to adjust in system.

Academic Employees Collective Agreement 2024-2027:

https://opseu.org/wp-content/uploads/2026/02/2024_Academic_Collective_Agreement__EN_Signed.pdf

Benefits for partial-load faculty

Article 26.06 of the **Academic Employees Collective Agreement** deals with insured group benefits.

As per **Article 26.06 A** regarding Extended Health, Vision and Hearing Care

The College shall pay 100% of the billed premium of the Extended Health Plan found in **Article 19**, Other Insurance Plans, for partial-load employees, excluding Vision and Hearing coverage, and subject to the application procedures for this benefit, with the exception of those employees who opt out of the plan because of spousal coverage elsewhere.

The College shall provide for access to the Dental, Vision Care, Hearing Care, Critical Illness/Catastrophic Event Insurance and Life Insurance Plans found in **Article 19**, Other Insurance Plans, for partial-load employees provided the premium is paid by the employee.

Please refer to the document **Your Benefits: Employee Benefits for Partial-Load Academic Employees of the Ontario Colleges of Applied Arts and Technology** (Contract Number 50832 and 50090 effective May 1, 2025) that is available from ODTM (Human Resources).

Academic Partial Load - Benefit Booklet (ENG).pdf

Academic Employees Collective Agreement 2024-2027:

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Record of Employment (ROE) and Employment Insurance Hours

A member of the ODTM Team will process the **Record of Employment (ROE)** request once the last day of your contract/assignment has elapsed and final pay has been processed.

ACTION: Although ODTM should issue the ROE at the end of each contract automatically, it would be in your best interest to request it ODTM.information@canadorecollege.ca

If you are applying for **Employment Insurance (EI)** as a contract faculty member, you could receive significantly lower benefits, or be denied entirely, due to a reporting error by the employer. Here is what you need to know to protect your claim(s):

NOTE: The "2.17 Multiplier" Rule

Service Canada requires Ontario Colleges under the Academic Collective Agreement to include "immeasurable" time (i.e., marking, preparation, student emails) - every 1 hour of teaching counts as **2.17 insurable hours** for EI purposes.

The employer may incorrectly report only your Teaching Contact Hours (TCH) on your Record of Employment. For example, if you teach **12 hours a week** the employer might report 12 hours. The employer should be reporting **26.04 hours per week**.

ACTION: Carefully review your ROE from the employer

Log in to your **My Service Canada Account** and review your total insurable hours.

Multiply your weekly teaching hours by 2.17. Then multiply that by the number of weeks you worked.

If the numbers you calculate do not match your ROE, contact Payroll at Canadore College and ask for an amended ROE (Code K) using the 2.17 multiplier.

If you realize your past ROEs were incorrect, complete the Request for Reconsideration form with Service Canada.

You can go back multiple years if you show "Good Cause" (e.g., you were unaware of the multiplier rule).

Fill out Form INS5210 and attach your contracts as proof of your actual teaching hours.

Attach the Payroll email chain outlining the amended ROE request as evidence.