TO: Human Resource Personnel Officers  
Human Resource Department  
FROM: Sharlene Warde  
DATE: May 19, 2004  
RE: College Assistant and Full-time Student Appointments  

I write to inform you that the following rules apply for the processing of College Assistant and Full-time Students Appointments:

1. The number of hours for “This Appointment” and “Year To Date” must be filled out on the transmittal sheet.

2. College Assistants (including full-time students) who work 240 hours or more must pay a filing fee.

3. College Assistants (including full-time students) who work less than 240 hours do not have to pay a filing fee. However when they do meet the 240 hours mark they have to pay the filing fee. **Please DO NOT accept the filing fee until the college assistant and/or full-time student reaches the 240 hrs.**

4. **Filing fee rates are as follows:**
   
   $9.16 - $17.80 = $10.00  
   $17.81 and Over = $15.00

5. **Conviction Notices (OFSR-Form 602aR.1-01/01) should be sent for everyone listed on the transmittal sheet(s) except for Student AND Student Aides.**

   **STUDENTS DO NOT HAVE TO FILL OUT AND/OR SUBMIT A CONVICTION NOTICE.**

6. If or when your full-time students become College Assistants, please indicate on the transmittal sheet whether or not a conviction notice was sent previously.

Thank you.