

PERSONAL AND CONFIDENTIAL

Date: _____

Dear _____,

This is to confirm my offer to you of temporary employment as a _____ effective from _____ to _____ at a salary of \$_____ annually (this will be paid biweekly), which is inclusive of vacation pay at 4%. Additional employment may be available from time to time after the above date, but will be subject to the satisfactory performance of all requirements and/or the availability of Service Contract funds. Termination of this contract of employment may be initiated by either party giving two (2) weeks notice, except in the case of termination for cause.

This contract of employment exists solely between myself as a recipient of Service Contract funds (Service Contract Principal) and yourself (Contract Employee). In no manner or form does this employment relationship extend to or affect Simon Fraser University in any way.

Statutory Benefits:

You are covered by: Canada Pension,
Unemployment Insurance
Workers' Compensation Employment Standard Act benefits such as
statutory holidays.

Vacation: Four (4) percent (equivalent to 10 days vacation per annum) will be automatically added to the above hourly rate in each bi-weekly pay period.

Hours of work: The employment relationship is one of engaging you for the performance of specific services. Hence, there will be a great deal of flexibility exercised in the time and place of the performance of these services, but I expect these hours normally not to exceed 40 hours per week.

Optional Benefits:¹

	<u>Employee's Share</u>	<u>Service Contract Share</u>
Basic Health & Hospital Insurance	_____	_____
Extended Health	_____	_____
Homeowners'/Tenants Insurance	_____	_____
Dental Plan	_____	_____
(eligible after one year of continuous service)	_____	_____

Unless otherwise specifically stated in writing, the conditions of employment will be in accordance with the requirements set out in the Employment Standards Act and Regulations. You may wish to consult the terms of the Act and Regulations, including the complaint process outlined in Part 15 of the Act. Information regarding the Act can be found at the following Web site: <http://www.labour.gov.bc.ca/esb/chapter/>

If you accept these terms of employment, please sign and return the enclosed a copy of this letter, retaining the original for your records.

Yours truly,

(Service Contract Principal)

I agree to the conditions of employment as set out above.

Signature of Contract Employee

Date

c. Chair
Departmental Assistant
Benefits Section, Human Resources
Specific Purpose Section, Financial Services

Note to Service Contract Principal: If the offer is being made to a person who is neither a Canadian Citizen nor a Permanent Resident of Canada, please refer to Clause 2.3 of the procedures of Policy R50.02.

¹ These examples of optional benefits are not obligatory and are obviously at a cost to the Service Contract Principal.