



Date: _____

Name: _____

Address: _____

Postal Code: _____

Dear _____,

I am pleased to offer you employment as a _____ for the period of _____ to _____. Your responsibilities will include those outlined in the research grant application(s) *OR* the job description as discussed with your supervisor, in addition to related duties as required.

Following are some of the conditions of your employment:

1. Your wage rate will be \$ _____ per hour.
2. You will be required to work _____ hours per week, *OR* varying hours per week .
3. You will not be eligible to participate in any of the University's standard benefits.
4. Source deductions for income tax, CPP, and EI will apply.
5. You will be entitled to receive vacation pay of 4% of your gross earnings, or the equivalent time as determined by your supervisor.
6. If it becomes necessary for us to terminate your employment for any reason other than cause, your entitlement to advance working notice or pay in lieu of notice will be in accordance with minimum notice period set with Nova Scotia Labour Standards Code.

I look forward to working with you here at StFX University.

If you agree with the above terms of employment, please date, sign, and return the enclosed copy of this letter to my attention prior to your first shift.

Supervisor

Employee Signature

Date