



**ST. FRANCIS XAVIER**  
UNIVERSITY

**PERSONAL AND CONFIDENTIAL**

**Casual Employment Contract**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_,

I am pleased provide you with this offer of employment to a casual position at St. Francis Xavier University. The details of this appointment are as follows:

**Position Title:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_  
**End Date:** \_\_\_\_\_  
**Hourly Rate:** \_\_\_\_\_  
**Hours Per Week:** \_\_\_\_\_ variable  
**Supervisor Name:** \_\_\_\_\_

Your supervisor will provide more detail on your specific job duties.

You will be entitled to breaks, overtime, leaves and vacation pay in accordance with the Nova Scotia *Labour Standards Code*. You will not be entitled to participate in the University's benefits programs but regular deductions for compulsory government benefits will apply. Your employment relationship with the University is governed by the terms and conditions of this employment contract as well as policies and procedures of the University. These policies can be accessed from the [University's policy website](#).

This contract may be terminated by you with two weeks' notice. It may be terminated at any time and for any reason by the University in accordance with the Nova Scotia *Labour Standards Code*.

If you agree with the above terms of employment, please date, sign and return this letter to my attention no later than five (5) days prior to your first shift.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am a current or former employee of StFX. Employee number (if known): \_\_\_\_\_

*Current or former employees must verify their banking and tax information in UKG to ensure it is correct. For assistance, please contact [hr@stfx.ca](mailto:hr@stfx.ca).*

