

Offer letter for post-doc in YUFA collective agreement - working 24 hours or more per week

[insert date of letter]

[name and address of research employee]

Dear []

Re: [insert job title], [name of research project or lab].

This will confirm your contractual appointment to the position of Post-Doctoral Fellowship in the [ORU/DEPARTMENT/FACULTY] for the period from [start date] to [insert end date], inclusive. As a holder of the Fellowship, you will have the employment category of Post-Doctoral Visitor.

Post-Doctoral Visitors are included in the York University Faculty Association (YUFA). An electronic copy of the YUFA collective agreement is accessible through the following website:

<http://fr.info.yorku.ca/>

Please confirm your acceptance of this offer on review of the terms and conditions listed below:

1. Term of Contractual Appointment

The term of your fellowship appointment is from [start date] to [end date], inclusive. Your work week will be [enter days/hours]. Your appointment is subject to a three-month probationary period concluding on [insert date]. During the probationary period, your employment may be terminated upon providing you with one week's written notice.

2. Position and Responsibilities

Attached is a copy of the job description which details the major responsibilities and deliverables. These responsibilities may vary during the course of this appointment due to the nature of the project and definition of its goals. Any specified timelines for assigned activities will be expected to be met. Please note that no use of any York privileges, facilities or research infrastructure is permitted for any purpose other than that outlined here.

[Note: The section on responsibilities should indicate whether the PDV may be provided with teaching opportunities up to a maximum of 1.0 FCE per year, with payment for any assigned teaching responsibilities equivalent to the prevailing rate for instruction in the CUPE 3903 Unit 2 collective agreement as adjusted annually.]

3. Reporting Relationship

You will ultimately report to [insert name of Supervisor], [insert title of Supervisor] for the [ORU/DEPARTMENT/FACULTY], and on a day-to-day basis to [insert name and position of individual, if different OR delete from "and on" if not applicable].

4. Salary

The salary for this position is [\$xx,xxx] per annum inclusive of 4% statutory vacation pay less statutory deductions (i.e. CPP, income tax, etc.). Your salary will be prorated based on the hours and number of weeks worked.

Your salary will be processed monthly and deposited electronically via direct deposit into the bank account that you have designated. Please complete and return the Application for Direct Deposit form attached.

If you are requested to work overtime hours in excess of the current Employment Standards Act, 2000 (“ESA”) overtime threshold of forty-four (44) hours per week, you will be compensated at the rate of one and one-half times your regular hourly rate for any such hours worked. **Please note that all overtime must be approved in advance, in writing, by your supervisor.**

5. Employee Benefits

REMOVE THE SECTION THAT DOES NOT APPLY

You will be provided coverage under the extended health benefit package currently available to Post-Doctoral Visitor employees commencing on the first day of your term of appointment.

Benefit package details are available on the York University website.

OR

Benefits are not provided to you for the term of your appointment.

6. Public Holiday Pay, Sick leave, Discretionary Days and Grant Days

Public Holiday Pay

You will be eligible for Public Holiday pay in accordance with the Employment Standards Act, 2000.

Grant Days

You will be paid for any day that is offered as a grant day by York University to its employees.

Personal attendance records indicating vacation, sick and discretionary days used must be kept and provided to the [insert name of Faculty or Divisional office responsible for retaining attendance records] at the end of each calendar year.

7. Parking

You will need to pay for your own parking if you choose to drive to campus. The application procedure, form and maps are provided in the parking brochure available at the parking office and on the York University website.

8. Policies and Procedures

While you are employed as a Post-Doctoral Visitor you are required to abide by the University policies and procedures available on the York University website.

9. Performance Reviews

You will participate in performance reviews as directed by the person to whom you report on an annual basis. Your next performance review will take place on or about [insert approx. date of next performance review – generally 3-6 months].

10. Termination of Appointment

You agree that your appointment under this letter of offer may be terminated prior to its expiry, as follows:

- (a) by the [insert Supervisor] without notice or pay in lieu thereof, for cause subject to the applicable provisions of Article 15 of the YUFA collective agreement;
- (b) by the [insert Supervisor] at his sole discretion upon providing you with notice or pay in lieu thereof in accordance with the *Employment Standards Act, 2000*; or
- (c) by the employee upon providing a minimum of two calendar weeks' advance written notice to the person to whom you report.

11. Renewal or Extension of Appointment

Your appointment to the position of Post-Doctoral Visitor concludes on [end date of this contract], in accordance with section 1, above, or the earlier date as per section 10, above. If your appointment is to be renewed, the [ORU/DEPARTMENT/FACULTY] will provide you with notice of that renewal at least one calendar month prior to the end date [insert end date]. In the event that your appointment continues beyond the term, without a renewal or extension agreement being entered into, the term of the appointment will be considered monthly and may be terminated by the [ORU/DEPARTMENT/FACULTY] upon providing one calendar month's notice.

Please confirm your acceptance of this appointment to the position of Post-Doctoral Visitor on these terms by completing the Acknowledgement below and returning to me by [insert date which must be no later than one day prior to the start date of the contract].

York University is committed to working towards a barrier-free workplace and to expanding the accessibility of the workplace to persons with disabilities. Should you require accommodations for your new role, please notify me.

I wish you success in your position of Post-Doctoral Visitor for the [ORU/DEPARTMENT/FACULTY]. Please feel free to contact me with any questions that you might have.

Sincerely,

[name]
Dean/Principal

ACKNOWLEDGEMENT

I accept the contractual appointment to the position of Post-Doctoral Visitor as described above.

I attest that I am not eligible to hold a Tri Agency award. If I become eligible to hold a Tri Agency award I will inform Payroll.

[insert name of Post-Doctoral Visitor]

Date