

**Offer letter for Research Assistants/Research Associates hired by a Principal Investigator –
working 24 hours or more per week - not to be placed on York letterhead**

[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 [insert job title] for the [insert name of Research Project] for the period from [start date] to [insert end date], inclusive. 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 appointment is from [start date] to [end date], inclusive. 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 associated with the specific position of [insert job title], [insert name of research project].

3. Reporting Relationship

You will ultimately report to [insert name of Principal Investigator], [insert title of Principal Investigator/Director] for the [name of research project], 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 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, vision care and dental benefits package currently available to [insert Research Assistant OR Research Associates] 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.

Paid Sick Leave

DELETE NON APPLICABLE PARAGRAPH

You shall accumulate one (1) sick day per full month of employment to a maximum of twelve (12) days per year. Your available sick leave will be deducted on a day by day basis for each working day that you are prevented by personal illness or injury, from performing your duties of employment. A maximum of twenty-four (24) sick days can be accumulated regardless of the length of your contract or contract extensions.

DELETE IF NOT OFFERING DISCRETIONARY DAYS

Discretionary Days

You are eligible for up to three (3) discretionary days to be used as necessary to attend to matters of a personal nature, such as religious observance or appointments that cannot be accommodated outside of regular business hours. Any request to use a discretionary day must be approved by the person to whom you report, as set out in section 3, above.

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 [insert employee group i.e. Research Assistant or Research Associate] 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 Principal Investigator or Project Director] without notice or pay in lieu thereof, for cause;
- (b) by the [insert Principal Investigator or Project Director] 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 [insert job title] 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 [insert Principal Investigator or Director] 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 [insert Principal Investigator or Director] upon providing one calendar month's notice.

Please confirm your acceptance of this appointment to the position of [insert job title] 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 [insert job title] for the [name of research project]. Please feel free to contact me with any questions that you might have.

Sincerely,

[name and title – PI or Project Director]

ACKNOWLEDGEMENT

I accept the contractual appointment to the position of [insert job title] in the [Research Associate/Research Assistant] employment category, [name of project] as described above.

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

[insert name of research employee]

Date
