

September 1, 2023

STRICTLY PRIVATE AND CONFIDENTIAL

Delivered by email: johal11@mcmaster.ca

Dear Jasraj Johal,

RE: Offer of Employment – Casual

I am pleased to offer you casual employment in the position of Invigilator in the Department of Economics at McMaster University for the Fall 2023 and Winter 2024 terms. The terms and conditions of the Appointment are set out below.

Term of Appointment

The Appointment will commence on September 18, 2023, and will expire on April 30, 2024, subject to earlier termination as set in this letter.

Duties and Responsibilities

Reporting to the Undergraduate Administrative Assistant of the Economics Department, you will be responsible for the duties outlined in the attached job description, and as discussed with you. These duties may be reviewed and modified from time to time based on departmental or organizational needs.

Hours of Work

This is a casual appointment, as a result, there is no guarantee of hours or schedule of work. The scheduled hours of work for this position are to be posted on SignUp.com and may be up to 10 hours a month.

Compensation

In accordance with the Temporary Employee Pay Grid, the Appointment has been evaluated at Level 1. You will be paid \$16.55 per hour, less applicable statutory deductions. [The Temporary Employee Pay Grid](#) is available online. Your net earnings will be deposited bi-weekly, one week in arrears, directly into a Canadian bank account of your choice. An electronic statement of your earnings will be available each payment.

Public Holidays and Vacation Pay

You are entitled to paid public holidays in accordance with the *Employment Standards Act*. (ESA). If the University is closed on a date which is not a public holiday, that day would be unpaid unless you are scheduled to work. Vacation pay will be provided in accordance with the ESA, which will be paid on each bi-weekly pay deposit.

Work Authorization

You confirm that you are legally authorized to work in Canada. If you are not currently eligible to work in Canada, you are responsible for obtaining a Visa/Work Permit prior to your first day of work. If you are unable to do so, this offer and any acceptance of it by you will be null and void. Further, you are responsible for respecting the conditions of your Visa/Work Permit and ensuring you maintain eligibility to work in Canada. If, for any reason, you are unable to fulfill this condition, your employment with the University will automatically cease.

University Policies, Directives, and Procedures

In conjunction with this letter, the terms and conditions of your employment are also subject to [University Policies, Directives, and Procedures](#), as applicable, found online and the links therein. The University's policies on accommodation can also be found at this link. You are reminded in particular of your responsibility to report dishonest or fraudulent conduct in accordance with the policy entitled "Dishonest or Fraudulent Activities Related to Funds or Property Owned by or in the Care of McMaster University".

Please read the [University Policies, Directives, and Procedures](#) carefully and feel free to contact Human Resources Services should you have any questions. University Policies, Directives, and Procedures may change from time to time at the discretion of the University. Your failure to observe any such Policy, Directive, or Procedure, dependent on the circumstances, may give rise to disciplinary action up to, and including, termination of your employment.

Vaccination Mandate

The University is committed to providing and maintaining healthy and safe working and learning environments for all employees, students, volunteers and visitors. The University's [Vaccination Policy-COVID-19 Requirements for Employees and Students](#) (the "Vaccination Policy"), requires all McMaster community members, including employees, accessing a McMaster campus or facility in person to be fully vaccinated or to have received an exemption from the University for a valid human rights ground. While the Vaccination Policy is currently paused, it may resume quickly and on short notice, as informed by public health advice and direction. As a result, failure to achieve and maintain fully vaccinated status or an approved human rights-based exemption may result in termination of employment. This is a term and condition of employment. The University will continue to follow the guidance of public health organizations to define fully vaccinated status.

Health and Safety Training

You are required to complete the necessary health and safety training in accordance with the University's Safety Training and Orientation Program. If you have any questions regarding health and safety training visit [Our Safety and Well-Being](#) or email the Office of Environmental and Occupational Health Support Services at ehss@mcmaster.ca or by phone at ext. 24352.

Employment Equity

The University is committed to building an inclusive community, promoting equity and fairness, and celebrating our rich diversity. To understand the composition of our workforce, the University conducts an Employment Equity Census. As part of the onboarding process, we ask that you complete the Census. Your participation is important because it contributes to our understanding of the diversity of our employees, which will help in further developing and refining our employment equity strategies and tracking our progress. The census can be accessed online when you log in to Mosaic (follow: Main Menu>Human Resources>Self Service>Personal Information>Employment Equity Census). If you require the Census in an alternate format or have any questions regarding Employment Equity or completion of the Census, you may contact the [Employment Equity Specialist](#), extension 21535.

Privacy

You are required to complete the Primer on Privacy Course which will be available for self-registration through Mosaic after your first day of employment. You are also required to review the [Privacy Governance and Accountability Framework](#) online which sets out the accountabilities for ensuring that all individuals involved in the planning, management and day-to-day operations of the University are in compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)* and with the *Personal Health Information Protection Act (PHIPA)*, their associated regulations and the privacy policies, procedures and practices set out by the University.

Confidentiality

You must maintain the confidentiality of information to which you have access. This includes, but is not limited to, information associated with students, study subjects, staff, faculty and visitors. Confidential information is to be held in the strictest confidence, whether means of access to such information is verbal, documented, computerized, or otherwise obtained. Breach of confidence includes intentional or involuntary unauthorized release of this information, and may give rise to disciplinary action up to, and including, termination of your employment.

Inventions, Patents and Other Intellectual Property

You agree that any invention (whether patentable or otherwise), improvement, device, industrial design, copyright, know-how or other intellectual or industrial property developed, invented, created or improved by you during the course of your employment, shall be the exclusive property of the University. You agree to execute, from time to time, upon request by the University, assignments of your rights in any intellectual property as noted above to the University, and you shall co-operate with the University in documenting the ownership of such intellectual property by the University. You also hereby waive your moral rights to such intellectual property at common law and under the *Copyright Act*.

Termination

The Appointment may be terminated as follows:

- (1) You may terminate the Appointment upon two (2) weeks prior written notice to the University;
- (2) The University may terminate the Appointment for any reason upon providing you with such minimum amounts for notice of termination or pay in lieu thereof, severance pay (if applicable), benefits (if any), vacation pay, and holiday pay, along with any other entitlements required by the ESA. These entitlements are full and final and you shall have no claim for any further payments or entitlements under the common law.
- (3) The University may terminate the Appointment without any notice of termination or payment in lieu thereof, severance pay (if applicable) and benefits continuation (if any) if, under the ESA, you would not be entitled to receive any such notice or payments. You would still receive any accrued and outstanding wages and other required amounts under the ESA.

Acceptance

Should you decide to accept this offer, please sign and date a copy of this letter in the space provided below and scan and email it to Emma Beamson, Undergraduate Administrative Assistant at econug@mcmaster.ca or drop it off in KTH-426 during our business hours (Mon – Fri, 9-12, 1-4) no later than 1 calendar week from the date of this letter.

You are encouraged to visit the following link for information on your rights under the [Employment Standards Act](#). A hard copy of this poster will be provided to you upon request to Human Resources.

If you have any questions, please feel free to contact me directly at econug@mcmaster.ca or the HR Advisor, Teresa Jelecanin, at email jelecat@mcmaster.ca or (905) 525-9140 ext. 21855

FIRST NAME, congratulations on the appointment!

Yours sincerely,



Emma Beamson
Undergraduate Administrative Assistant
Department of Economics

cc: HR Advisor
HR File

Enclosure: Job Description (INT038)

Employee Acceptance

I have read, understand, and agree with the foregoing and accept employment on the terms and conditions as set out in this letter.

Employee Signature

Date