

HUMAN RESOURCES OFFICE USE

Date rec'd in HR : _____ Date Sent to Ee: _____ Contract Number: _____

EMPLOYEE INFORMATION

First Name: _____ Last Name: _____ Employee #: _____

POSITION INFORMATION

Department: _____ Position: _____

Reporting to: _____ Assignment: _____ ☐ 3 Credit ☐ 6 Credit ☐ Distance

Type of Contract: ☐ Full-time Term ☐ Part-time Term ☐ Student Teaching: ☐ ICA or ☐ Overload

Start Date (yyyy/mm/dd): _____ End Date (yyyy/mm/dd): _____

Payment Method: **Complete A, B or C** (Payment dates must be regular pay dates)

☐ A. Bi-Weekly (every 2 weeks):

Hourly rate: \$ _____ Hours bi-weekly: _____ Bi-weekly rate: \$ _____

Vacation pay will be added to this rate

☐ B. Timesheets: (Timesheets must be submitted on a bi-weekly basis)

Hourly rate: \$ _____ Vacation pay will be added to this rate

☐ C. Lump sum (includes vacation pay):

Amount: \$ _____ EI Hours: _____

Method of Payment: ☐ Instalment Dates: _____
yyyy/mm/dd yyyy/mm/dd

☐ Bi-weekly (available for Teaching ICA contracts only – other restrictions may apply)

HR Use Only

☐ Pensionable

☐ Non-Pension

APPROVALS

BUDGET NUMBER: 10 - _____ - 5 _____

Director/Manager/Chair _____ Date _____

Dean or Senior Manager _____ Date _____

Vice-President (if applicable) _____ Date _____

Director, Human Resources _____ Date _____

TERMINATION

- This Employment Contract will terminate on the End Date noted above. For teaching contracts, this Employment Contract will be terminated due to insufficient enrolment. The employee agrees to respond to issues regarding student grades should any arise following the End Date of this contract. If the employee provides an extension to a student beyond the End Date, the employee will grade the student work submitted during the extension period with no additional remuneration. The University may immediately terminate this contract at any time without notice for just cause as that term is understood at law, and the employee will not be entitled to any payment except for the amounts earned up to the date of termination. The University, in its sole discretion, for any reason, without cause, may terminate this contract by providing the employee with the notice, or pay in lieu thereof, required under the Nova Scotia *Labour Standards Code* (the "Code"). Said notice or pay in lieu thereof will satisfy all entitlements the employee has at common law, under this contract or the Code. The employee may, in his/her sole discretion, terminate this contract prior to the End Date by giving the University two (2) weeks' written notice. For teaching contracts, on termination the employee agrees to transition any uncompleted or outstanding tasks in such manner and at such time as determined by the appropriate official of the University.

ACKNOWLEDGMENT

- I acknowledge that I have read, understand, and agree to the above terms of this Employment Contract. I understand that payment to me will only be made on the next available pay date after I sign and return this contract to the Human Resources Office. **Note: This contract must not be signed by the employee until all required approval signatures are in place; otherwise this contract will be invalid.**

Signature: _____ Date: _____ S.I.N. _____

Date of Birth (yyyy/mm/dd): _____ Full Address: _____

Version: 2015/07