## **Letter of Offer Casual Candidates – extension**

**Departmental Letterhead**

### Personal & Confidential

*(****Date****)*

*(****Name and address****)*

Dear *(****Name****):*

This letter will confirm an offer to extend your casual employment with the University of Toronto in the *(****office/department/faculty****)* reporting to *(****name of supervisor****)*. Your employment will be extended from *(****date****)* and end no later than *(****date****)*. Your casual employment may be terminated at any time at the sole discretion of the University.

As a casual employee, your terms and conditions of employment will continue to be governed by the collective agreement between the *University of Toronto* and *United Steelworkers, Local 1998,* applicable to casual employees,a copy of which is available on the web at: <http://agreements.hrandequity.utoronto.ca/#USW1998_Casual>

Hours of Work & Wages

Your hourly rate will be unchanged at $*x* ***(a minimum of $15.00 per hour; where the employee is assigned to perform a significant portion of the duties of a staff appointed position, the minimum rate on the Staff Appointed salary grid for that position).*** Your hours of work will continue to be *(****specify****),* or as modified by the University from time to time, with a minimum of one-half hour unpaid lunch for every 5 continuous hours of work. You will receive your pay, which will include 4% vacation pay, and be subject to deductions required by law. Your salary will be paid by direct deposit. If you are not already being paid via direct deposit, or your banking information has changed, please bring a void cheque with you on your first day of work. **[Name]** will meet with you to complete payroll documentation.

Your payroll documentation will be available online through the University’s Employee Self-Service (ESS) at <http://www.hrandequity.utoronto.ca/resources/ess.htm>. This includes electronic delivery of your pay statement, tax documentation, and other payroll documentation as made available from time to time. You are able to print copies of these documents directly from ESS. By signing this Employment Agreement, you authorize the University to provide your T4 slips electronically and not in a paper format.If you wish to discuss an alternative format, please contact Central Payroll Services at payroll.hr@utoronto.ca.

In the event that you obtain and concurrently work in another position (or positions) at the University in the future, please advise all departments of your employment in the other department(s).

As a casual employee of the University you will not be eligible to enroll in the University’s benefit plans and you will be paid only for time worked and public holidays if you qualify in accordance with the collective agreement.

You will be responsible for *(****a brief description of duties****).*

[Delete the paragraph below if the position is not designated as Safety Sensitive]

Please be advised that this position falls within the definition of a Safety Sensitive position under the University’s Human Resources Guideline on Fitness for Work.

Policies & Procedures

You will also be subject to and bound by University policies of general application and their related guidelines. The policies are listed on the Governing Council website at <http://www.governingcouncil.utoronto.ca/Governing_Council/Policies.htm>. For convenience, a partial list of policies, those applicable to all employees, and related guidelines can be found on the Human Resources and Equity website at <http://policies.hrandequity.utoronto.ca/>. Printed versions will be provided, upon request.

You should pay particular attention to those policies which confirm the University’s commitment to, and your obligation to support, a workplace that is free from discrimination and harassment as set out in the Human Rights Code, is safe as set out in the Occupational Health and Safety Act, and that respects the University’s commitment to equity and to workplace civility.

All of the applicable policies may be amended and/or new policies may be introduced from time to time. When this happens, if notice is required you will be given notice as the University deems necessary and the amendments will become binding terms of your employment contract with the University.

Please carefully review all applicable policies and guidelines. By signing this letter you acknowledge that you understand them and agree to be bound by them. If you have questions about any of these policies or guidelines you should raise them with HR before accepting this offer.

Accessibility

The University has a number of programs and services available to employees who have need of accommodation due to disability through its Health & Well-being Programs and Services (<http://www.hrandequity.utoronto.ca/about-hr-equity/health.htm>). A description of the accommodation process is available in the Accommodation for Employees with Disabilities: U of T Guidelines, which may be found at: <http://well-being.hrandequity.utoronto.ca/accommodation-guidelines/>

In the event that you have a disability that would impact upon how you would respond to an emergency in the workplace (e.g., situations requiring evacuation), you should contact Health & Well-being Programs & Services at (416) 978-2149 as soon as possible so that you can be provided with information regarding an individualized emergency response plan.

The law requires the Employment Standards Act Poster to be provided to all employees; it can be found on <http://www.labour.gov.on.ca/english/es/pubs/poster.php> . This poster describes the minimum rights and obligations contained in the *Employment Standards Act*. Please note that in many respects this offer of employment exceeds the minimum requirements set out in the *Act*.

Please read the enclosed documents and if you have any questions concerning this offer of employment, please feel free to contact **(name), HR Generalist, (HR Office), (phone #).**

You may accept this offer by signing the duplicate copy of this letter and returning it to me.

Sincerely,

*(****name and title****)*

I have read, understood and accept the offer of employment on the terms set out above.

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 Date Signature

cc: ***Name****,* HR Generalist

Encl. Duplicate Copy of this Letter

 USW Casual Information Sheet as provided by the Union

[Leave page blank while printing - USW Casual Information Sheet is on the next two pages]



