**Letter of Offer for Casual USW Candidates**

**Departmental Letterhead**

**PERSONAL & CONFIDENTIAL**

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

(***Name and address***)

Dear (***Name***):

This letter will confirm an offer of casual employment with the University of Toronto in the *(****office/department/faculty****)* reporting to *(****name of supervisor****)*. Your employment will start on *(****date****)* and end no later than *(****date****)* [a date **less than** six (6) months after the start date; **note:** for full-time UofT students registered in a degree program, the end date can be more than six (6) months after the start of employment]. Your casual employment may be terminated earlier than the end date at the sole discretion of the University upon providing you with notice of termination in accordance with Ontario’s *Employment Standards Act, 2000*. Your employment may be terminated immediately without notice for cause.

This offer is conditional on your being legally entitled to work in Canada, in this position. Please provide your Social Insurance Number, and a valid work permit if applicable, to your (***departmental business officer or HR Office contact, to online the new employee***).

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, your terms and conditions of employment are governed by the Casual collective agreement between the *University of Toronto* and *United Steelworkers, Local 1998*, a copy of which is available on the web at: <http://agreements.hrandequity.utoronto.ca/#USW1998_Casual>

Hours of Work & Wages

***[Indicate how the employee will be advised of their hours of work or indicate their scheduled hours]*** – e.g., You will be provided with a schedule of hours on a weekly basis. OR You will be contacted by email/telephone when you are needed for work. OR You will come in on Mondays at 9:00 and leave when the filing is completed.]

You will be paid an hourly rate of $x [***a minimum of $15.00 per hour, or, 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 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. Your pay will include 4% vacation pay, and be subject to deductions required by law. Your salary will be paid via direct deposit. Please bring a void cheque with you on your first day of work. **[*Name*]** will meet with you in your first few days of employment 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.

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.

Mandatory Training

You are required to take the following mandatory training. You must complete this training within 60 days of hire.

1. Basic Occupational Health & Safety Awareness Training Program provided by the Office of Environmental Health & Safety available at <http://main.its.utoronto.ca/hsa/>.
2. U of T AODA Online Training, provided by the Accessibility for Ontarians with Disabilities Act (AODA) Office, available at <http://aoda.hrandequity.utoronto.ca/>.

Please note that you only need to take the above training programs once with the University (although you may need to retake one or both training programs if they are updated or amended). If you have already taken one or both of these training programs please confirm with your supervisor.

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 on or before (***date prior to start date***).

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]



