**LOO3 – E: CASUAL RESEARCH ASSISTANT**

**LETTER OF OFFER**

1 May 2019

Mr/Ms First Last Name

«address»

«postalcode»

Dear Ms Hayes:

On behalf of McGill University, I am pleased to offer you temporary employment as [Graduate/Undergraduate] Casual Research Assistant in the Department of Art History and Communication Studies, Faculty of Arts. The purpose of this letter is to confirm the details of your appointment.

**Duration and Probationary Period**

Your appointment will begin on [START DATE] and end on [END DATE], at which time your appointment shall end without further notice. This definite term appointment is not subject to renewal. You will be subject to a probationary period of 60 worked days during which I will have the opportunity to assess your suitability for the position and you will be able to assess whether the position meets your expectations. The University reserves its right to terminate your employment at any time during the course of your appointment. The termination of your employment will be in accordance with the provisions of the collective agreement.

**Salary**

Your initial salary will be [SALARY] per hour. In addition, a 6.0% vacation indemnity and a 3.6% statutory holiday indemnity will be added to your hourly rate.

**Working Hours**

The estimated total number of hours for your assignment is XX hours.

**Location of Work**

Your work location(s) will be agreed upon with your supervisor based on the needs of your assignment.

**Union Membership**

By accepting this position, you will become a member of the **Association of McGill University Research Employees (AMURE)** and your working conditions will be governed by the AMURE collective agreement. For your union membership application, please consult [www.amure.ca](http://www.amure.ca). For further information, consult the full text of the collective agreement, which can be found at: <http://www.mcgill.ca/hr/labour-relations/collective-agreements>.

We hope that you will accept this offer. To do so, please sign below and return a copy of this letter to Ms Isabella Mottillo. This offer shall remain open until [DATE]. Please do not hesitate to contact the undersigned should you need any additional information or clarification.

Yours sincerely,

[Professor's Name]

[TITLE]

cc: Dean Antonia Maioni

Prof. Mary Hunter, Chair, AHCS

ARTS HR Advisor

Please sign below to indicate your acceptance of the terms and conditions of this offer.

I, ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_accept the terms and conditions of this offer, and I have signed on the\_\_\_\_\_\_\_\_\_\_\_\_of\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Getting Started**

In order to process your appointment, you must first complete the Biographical Information for New Employees form, located online at <http://www.mcgill.ca/hr/sites/mcgill.ca.hr/files/biographical_information_for_new_employees_1.pdf> and forward the completed form to your supervisor or departmental administrator. Once your appointment is processed, you will receive two separate e-mails at your personal e-mail address, identifying your McGill ID number and your Personal Identification Number (PIN), respectively. Your PIN is necessary to access MINERVA, the web interface which you will use to access all your personal employee and student data stored in McGill’s database. Questions about MINERVA should be directed to the ICS Service Desk at **398-3398 or visit the relevant web pages at** <http://kb.mcgill.ca/kb/article?ArticleId=1439&source=Article&c=12&cid=2>.