26 April 2013

«honorific» «firstname» «lastname»

«address»

«postalcode»

Dear «honorific» «lastname»:

On behalf of McGill University, I am pleased to offer you temporary employment as [part/full-time] Casual Research Assistant in the [Department/School/Institute] of [UNIT NAME], Faculty of [FACULTY NAME]. 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 appointment at any time during the course of your appointment. The termination of your appointment is subject to the provisions of the collective agreement.

**Salary**

Your initial salary will be [SALARY] per hour, plus on each pay 4.0% vacation indemnity and 3.2% paid statutory holiday indemnity. The indemnities are added to the hourly rate.

**Working Hours**

You will work from Monday to Friday, from [START TIME] to [END TIME]. Your regular work week will be XX hours.

(OR SELECT THE FOLLOWING SENTENCE IF MORE APPROPRIATE TO THE ASSIGNMENT)

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

**Location of Work**

Your location(s) of work will be [ADDRESS(ES) OF WORK LOCATIONS].

(OR SELECT THE FOLLOWING SENTENCE IF MORE APPROPRIATE TO THE ASSIGNMENT)

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/sites/mcgill.ca.hr/files/amure_assistants_en.pdf>.

**Immigration Stipulation (Obligatory for non-Canadian candidates without permanent residency who will reside in Canada only)**

In accordance with Canadian and Québec law, the above offer is conditional upon your obtaining the appropriate work authorization from any or all of the following as applicable: Citizenship & Immigration Canada, Immigration Québec and Human Resources & Skills Development Canada (HRSDC).

We hope that you will accept this offer. To do so, please sign below and return a copy of this letter to [PERSON]. 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 [DEAN'S NAME], [FACULTY] /[Chair/Director], [DEPARTMENT]

 [HR ADVISOR’S NAME], HR Advisor

[It is the responsibility of all members of the Faculty to adhere to the Faculty of Medicine “Code of Conduct” which can be found at the following link: <http://www.mcgill.ca/files/medsra/Code_of_Conduct.pdf>.]

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

I, [FIRSTNAME] [LASTNAME], \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the terms and conditions of this offer, and I have signed on the \_\_of\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_.

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>.

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