

**Terms and Conditions of Employment**

**~For employer use/record only. Please provide copy to student if used ~**

The following outlines the terms and conditions of employment with *Lakehead University – Student Work Study Program*. The University reserves the right to change these terms and conditions as necessary, with due notice.

LUWSP Job ID	
Supervisor	
Responsibilities	<p>Your job responsibilities have been outlined in the job posting materials and your supervisor will further explain duties and responsibilities.</p> <p>While employed by the University, you agree to work on a part-time basis for the University and agree that you shall not, while you are employed by the University, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that competes with the University or interferes or could reasonably interfere with your duties without our prior written permission.</p>
Wage per Hour	\$_____ per hour (this rate is not inclusive of vacation pay)
Status	<i>Part-time</i> > Number of hours per week:
Start Date	
End Date	
Type of work:	___ <i>On Campus</i> ___ <i>Remote</i> ___ <i>Both On campus/remote</i>
Hours of Work	<p>The University's core hours of operation are Monday to Friday from 8:30 a.m. to 4:30 p.m. Variable hours, outside of core hours of work may be required based on the needs of the organization. If your assignment includes fieldwork (off campus), the travel time to and from the University to the fieldwork location will form part of your hours of work. Submit time via myPortal.</p>
Overtime	<p>Payment of overtime will be paid for all hours worked in excess of 44 hours within one week. In order to be eligible for overtime, prior written approval from the supervisor must be obtained.</p>
Payroll Schedule	<p>Your salary will be paid to you on an hourly basis, less required deductions, and paid via direct deposit on a bi-weekly basis. Payroll dates can be found at this following link:  <a href="https://www.lakeheadu.ca/faculty-and-staff/forms-db/finance/node/24970">https://www.lakeheadu.ca/faculty-and-staff/forms-db/finance/node/24970</a></p>

Vacation	You will be entitled vacation pay at the rate of 4% of your hourly rate. Vacation pay is paid to you on each bi-weekly cheque.
Benefits	Due to the part-time nature of employment, there are no additional employment benefits.
Probationary Period	The first month (1 month) of your employment will constitute a probationary period. At any time during this probationary period, Lakehead University may terminate your employment without cause and without advance notice or pay in lieu of notice.
Policies and Standards	<p>Lakehead University has established a variety of policies and standards that ensure a safe and respectful working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced or amended from time to time. It is agreed that the introduction and administration of these policies is within the sole discretion of Lakehead University. It is agreed that if Lakehead introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement. Copies of our policies can be found at <a href="https://www.lakeheadu.ca/faculty-and-staff/policies">https://www.lakeheadu.ca/faculty-and-staff/policies</a> You will be contacted shortly after your start date to arrange for general orientation and health and safety training.</p> <p>Lakehead University is committed to providing, upon request, suitable accommodations for employees with disabilities that take into the account the needs of the person with the disability. For further information regarding accommodation, please refer to the following website: <a href="https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/policies-procedures/accomodation">https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/policies-procedures/accomodation</a></p>
AODA, Health and Safety	All employees are required to complete appropriate health and safety training within 30 days of their hire. Contact Health and Safety at 343-8806 or 343-8671 during your first week to determine training needs. Training time is paid by the employer (part of hours worked).
Confidentiality and Intellectual Property	During your employment at Lakehead University, you will have access to confidential information, proprietary tools and resources belonging to the University. As a condition of employment, you agree that you will not disclose or take ownership of confidential information during or following your employment with Lakehead University and that such information is to be used for the advancement of the University.

Changes to Duties and/or Compensation	If your duties or compensation should change during the course of your employment with Lakehead University the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
Resignation	Should you wish to resign your employment with Lakehead University, you will be required to provide 2 weeks' written notice to enable us to transition your work.
Termination	Lakehead University may terminate your employment at any time for cause. After the end of your probationary period, Lakehead University may terminate your employment without cause at any time by providing you with the minimum notice, or pay in lieu of such notice, and any severance pay required by the <i>Employment Standards Act, 2000</i> .
Legal Advice	If you are uncertain about the contents of this offer, we suggest that it may be advisable to seek independent legal advice prior to signing.

**Student Acknowledgement:**

I \_\_\_\_\_ have read the terms and conditions regarding the Lakehead University Work Study Program, including the terms and conditions of employment, and agree to be bound by such terms.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Employer Name (print name): \_\_\_\_\_

Employer Signature: \_\_\_\_\_