



Find PDF forms at: <http://www.workingatmcmaster.ca/hris/forms/>

Submit your forms to your Sport Supervisor or in the Intramural Game Sheet bin located at the JBSD.

1. CONTRACT: Page 2-4 of this Document!

- Print given and family name, the calendar year of the current Fall/Winter school year started in, sign and date.
- If working more than 44 hours per week at multiple jobs at McMaster, notify your supervisor!
- **Returning Staff:** Please indicate which, if any forms you are submitting with new payroll information

2. EMPLOYEE CONTACT & DEPOSIT FORM

- Check **new employee** Effective Start Date: **Sept 1st of the year**; Department: **Ath-Rec Intramurals**
- Fill out **ALL** Employee Information, a **FULL** mailing address and **ALL** Emergency Contact Information
- If you are submitting a cheque, write the word "VOID" across it and include it with this package
- Otherwise as your bank for an OFFICIAL DIRECT DEPOSIT FORM and sign where needed! **HR will not accept written in banking information!**
- Attach this item to the form and fill in the information
- Remember to sign and date the bottom of the page

3. ONTARIO PERSON TAX CREDITS

- **Make sure the form is for the year in which your work started!**
- Clearly print your information at top of page; don't forget to include your SIN#
- Fill in **Line 10** of page one (Based on information from line 4 and any other information that applies to you!)
- If you are making less than the amount on "line 12" ensure you "X" the little box in the middle of page two
- Sign and date the bottom

4. FEDERAL PERSONAL TAX CREDITS

- Make sure the form is for the year in which your work started!
- Clearly print your information at top of the page; don't forget to include your Social Insurance Number
- Fill in **Line 13** of page one (Based on Information from line 5 and any other information that applies to you)
- If you are making less than the amount on "line 13" ensure you "X" the little box in the middle of page two
- Ensure you have read page two, and entered the correct information
- Sign and date the bottom

5. WORK STUDY PROGRAM: If you are eligible to receive OSAP, please login to [Mosaic](#) and complete the Work Study application, then email or attach a screen shot of your approval to your supervisor if approved;
Mosaic Instructions: Go to Mosaic > Student Center > Finances > Apply for Financial Aid > General Bursary/Work Program > (Current) Financial Aid Year > Fall/Winter Work Program Application

Getting Paid: Your Employee ID will be activated within approximately two weeks of submitting your forms – you will then be paid on the next pay date (always a Friday) of our bi-weekly pay cycle. Check your iWork for the payroll calendar.

**If you are on a study/work permit, please submit additional paperwork as required
*you must have a valid Social Insurance Number to work!***



McMASTER ATHLETICS & RECREATION

Department of Athletics & Recreation, McMaster University
1280 Main Street West, Hamilton, Ontario L8S 4K1
Tel (905) 525-9140 ext. 24463 Fax (905) 526-1573
www.marauders.ca

August 1, 2018

STRICTLY PRIVATE AND CONFIDENTIAL

Name: [REDACTED]
Address: [REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

Re: Offer of Employment - Casual

I am pleased to offer you casual employment in the position of Intramural Game Official (INT136) in the department of Athletics & Recreation (the "Appointment") at McMaster University (the "University"). The terms and conditions of the Appointment are set out below.

Term of Appointment

The Appointment will commence on August 26, 2018, and will expire on April 30, 2019, (the "End Date"), subject to earlier termination as set in this letter.

Duties and Responsibilities

Reporting to Lauren Crawford, you will be responsible for the duties outlined in the attached job description/posting, and as discussed with you. These duties may be reviewed and modified from time to time based on departmental or organizational needs.

Hours of Work

This is a casual Appointment, as a result, there is no guarantee of hours or schedule of work. You will be contacted when hours of work are available and provided with the schedule of hours at that time. If hours of work are offered, these will normally you will be provided to you on a weekly basis. You are responsible for providing a contact phone number that you may be reached at.

Compensation

In accordance with the Temporary Employee Pay Grid, the Appointment has been evaluated at Level 1. You will be paid \$14.00 per hour, less applicable statutory deductions. The Temporary Employee Pay Grid is available online at www.workingatmcmaster.ca. Your net earnings will be deposited bi-weekly, two weeks in arrears, directly into a Canadian bank account of your choice. An electronic statement of your earnings will be available each pay.

Leave

You are entitled to leave on those public holidays set out and in accordance with the *Employment Standards Act* (ESA). You are also entitled unpaid leave on those days that the University is closed. Vacation pay will be provided in accordance with the ESA, which will be paid on each bi-weekly pay deposit.

Work Authorization

You confirm that you are legally authorized to work in Canada. If you are not currently eligible to work in Canada, you are responsible for obtaining a Visa/Work Permit prior to your first day of work. If you are unable to do so, this offer and any acceptance of it by you will be null and void. Further, you are responsible for respecting the conditions of your Visa/Work Permit and ensuring you maintain eligibility to work in Canada. If, for any reason, you are unable to fulfill this condition, your employment with the University will automatically cease.

Name: [REDACTED]
Offer of Appointment – August 1, 2018



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University Policies, Directives, and Procedures

In conjunction with this letter, the terms and conditions of your employment are also subject to University Policies, Directives, and Procedures, as applicable, found online at <http://www.workingatmcmaster.ca/policy/index.php> and the links therein. The University's policies on accommodation can also be found at this link. You are reminded in particular of your responsibility to report dishonest or fraudulent conduct in accordance with the policy entitled "Dishonest or Fraudulent Activities Related to Funds or Property Owned by or in the Care of McMaster University".

Please read the University Policies, Directives, and Procedures carefully and feel free to contact Human Resources Services should you have any questions. University Policies, Directives, and Procedures may change from time to time at the discretion of the University. Your failure to observe any such Policy, Directive, or Procedure, dependent on the circumstances, may give rise to disciplinary action up to, and including, termination of your employment.

Health and Safety Training

You are required to complete the necessary health and safety training in accordance with the University's Safety Training and Orientation Program. If you have any questions regarding health and safety training visit <http://www.workingatmcmaster.ca/eohss/training/>, or contact the Office of Environmental and Occupational Health Support Services at eohss@mcmaster.ca or by phone at ext. 24352.

Employment Equity

The University is committed to building an inclusive community, promoting equity and fairness, and celebrating our rich diversity. To understand the composition of our workforce, the University conducts an Employment Equity Census. As part of the onboarding process, we ask that you complete the Census. Your participation is important because it contributes to our understanding of the diversity of our employees, which will help in further developing and refining our employment equity strategies and tracking our progress. The census can be accessed online when you log in to Mosaic (follow: Main Menu>Human Resources>Self Service>Personal Information>Employment Equity Census). If you require the Census in an alternate format, or have any questions regarding Employment Equity or completion of the Census, you may contact the Employment Equity Specialist, at employment-equity@mcmaster.ca, extension 21535.

Privacy

You are required to complete the Primer on Privacy Course which will be available for self-registration through Mosaic after your first day of employment. You are also required to review the *Privacy Governance and Accountability Framework* (<https://www.mcmaster.ca/privacy>) which sets out the accountabilities for ensuring that all individuals involved in the planning, management and day-to-day operations of the University are in compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)* and with the *Personal Health Information Protection Act (PHIPA)*, their associated regulations and the privacy policies, procedures and practices set out by the University.

Confidentiality

You must maintain the confidentiality of information to which you have access. This includes, but is not limited to, information associated with students, study subjects, staff, faculty and visitors. Confidential information is to be held in the strictest confidence, whether means of access to such information is verbal, documented, computerized, or otherwise obtained. Breach of confidence includes intentional or involuntary unauthorized release of this information, and may give rise to disciplinary action up to, and including, termination of your employment.

Name:
Offer of Appointment – August 1, 2018



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Inventions, Patents and Other Intellectual Property

You agree that any invention (whether patentable or otherwise), improvement, device, industrial design, copyright, know-how or other intellectual or industrial property developed, invented, created or improved by you during the course of your employment, shall be the exclusive property of the University. You agree to execute, from time to time, upon request by the University, assignments of your rights in any intellectual property as noted above to the University, and you shall co-operate with the University in documenting the ownership of such intellectual property by the University. You also hereby waive your moral rights to such intellectual property at common law and under the *Copyright Act*.

Termination

The University may terminate the Appointment prior to the End Date for any reason upon providing you with such minimum amounts for notice of termination or pay in lieu thereof, severance pay (if applicable), vacation pay, and benefits (if any), along with any other entitlements required by the *ESA*. These entitlements are full and final. The University may also terminate the Appointment for just cause as defined by law without providing you with any notice or termination entitlements.

Acceptance

Should you decide to accept this offer, please sign and date a copy of this letter in the space provided below and scan and email it to Lauren Crawford in Athletics & Recreation or mail the package to David Braley Athletic Centre W123, McMaster University, 1280 Main Street West, Hamilton, Ontario L8S 4K1, by no later than 1 calendar week from the date of this letter.

You are encouraged to visit the following link for information on your rights under the *ESA*:

https://www.labour.gov.on.ca/english/es/pdf/es_poster_2018_1.pdf. A hard copy of this poster will be provided to you upon request to Human Resources.

If you have any questions, please feel free to contact me directly or Ashley deJong at 905-525-9140 ext. 26466.

Congratulations on the Appointment!

Yours sincerely,

Lauren Crawford

Lauren Crawford
Sport Leagues & Camps Coordinator
Athletics & Recreation

c.c. HR Advisor
HR File

Enclosure: Job Description (INT136)

Employee Acceptance

I have read, understand, and agree with the foregoing and accept employment on the terms and conditions as set out in this letter.

Employee Signature

Date

Name: _____

Offer of Appointment – August 1, 2018