

# Employment Contract Policy

written by vickyp | January 26, 2014



All employees shall sign an Employment contract outlining the conditions of employment.

## **1. Procedures**

2. Once a verbal offer of employment has been made and verbal acceptance has been received, a written offer of employment is prepared which includes:
  - Position title
  - Job description
  - Salary
  - Benefit package information
  - Vacation entitlement
  - Starting date
  - Hours of work
  - Probationary period
  - Requirement for the employee to complete a criminal reference check
  - Requirement to complete an oath of confidentiality
  - Specific conditions which may apply
2. Forward two copies of the offer of employment to the potential employee. The potential employee shall be requested to sign and return one copy while retaining the other for personal files, as an indication of acceptance of the terms of employment.
3. Upon obtaining results of criminal reference check, the procedures outlined in Policy #1-40 (Criminal Reference Check) will apply.

Upon receipt of written acceptance from applicant, the Association will respond in writing to all unsuccessful applicants who were interviewed.