

Letter Of Appointment - Unit 1

This position is covered by an Agreement between the University and CUPE 3913. The text of the current Collective Agreement is available on the CUPE 3913 website <www.cupe3913.on.ca>, and/or the University of Guelph website <http://www.uoguelph.ca/sessional_ta/>. In the alternative, you may pick up a personal copy of the Collective Agreement in your Department, at the Union Office (Room 213A University Centre) or at the Office of Faculty & Academic Staff Relations, 4th Floor, University Centre.

Date: _____ Employee's Name: _____

Employee's Address: _____

Home Telephone Number: _____ Campus Extension: _____

Dear

I am pleased to confirm your appointment as a _____.

Details with respect to this work assignment are as follows: _____

Department/School: _____ Course: _____

Type of Position: GTA GSA1 UTA

Level of Appointment: 140 hrs 105 hrs 70 hrs

Immediate Supervisor: _____

Start Date: _____ End Date: _____

Lecture Days & Times: _____

Wages: _____

In addition, within seven (7) days of commencement of your employment, you and your supervisor will meet to discuss the specific responsibilities and requirements of this assignment. The results of this discussion will be outlined in an Assignment of Work Agreement, a copy of which will be provided to you.

Please sign and return one copy of this appointment letter to _____

You should retain a copy for your records.

The Department/School will send a copy to the Union, CUPE 3913, U.C. 213A and give you a copy of the Collective Agreement.

NOTE: Subject to 10.01, there shall be no extra payment for hours worked on weekends.

Sincerely

Employee's Signature: _____ Date: _____