



OFFER 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 University of Guelph web site <www.uoguelph.ca/HR>. 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 Human Resources, 5th 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: _____

Bargaining Unit: _____, Course: _____

Type of Position: GTA _____, GSA, _____, UTA _____.

Level of Appointment: 140 hrs., _____, 70 hrs. _____, other (please specify hours) _____.

Immediate Supervisor: _____

Start Date: _____

End Date: _____

Lecture Days & Times: _____

Salary: _____

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.

Sincerely

Employee's Signature: _____ Date: _____