

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 Employee Relations, 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: _____

Level of Appointment: _____

Immediate Supervisor: _____

Start Date: _____

End Date: _____

Lecture Days & Times: _____

Salary: _____

The Chair/Director (or designate) of your department shall arrange to discuss with you the requirements of this work assignment prior to commencement of the semester.

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 - UC 213A & give you a copy of the Collective Agreement.

Sincerely,
Employee's Signature: _____ Date: _____