[Insert Date]

[Insert Name]

[Insert Address]

[Insert Name,]

I am pleased to offer you a Graduate Assistant (Non-Teaching) appointment in accordance with the terms set forth below. Your employment will be governed by the [Collective Agreement](https://www.ucalgary.ca/hr/sites/default/files/teams/239/gsa-ca.pdf) between the Board of Governors of the University of Calgary and the Graduate Students’ Association. In conjunction with this offer, you will also complete an Assignment of Duties form with your Employment Supervisor prior to the commencement of your position, unless otherwise not possible, which will outline the specific duties and conditions of work for each Academic Term.

**The terms of the appointment are as follows:**

1. Category of Appointment and Remuneration per Term: Choose an item.
2. Department: [Insert Department Name]
3. Academic Term: Choose an item.
4. Duration of Appointment: Start Date: [Insert Date] End Date: [Insert Date]
5. Normal Hours Assigned Per Term: Choose an item.
6. Employment Supervisor: [Insert Name]
7. Description of Duties: [Please include a brief 2-3 sentence description of duties]

**Pay Schedule and Deductions:** You will be paid on the 10th and 25th each month by direct deposit. Payments will be made in Canadian dollars and must be deposited into an account at an accredited Canadian financial institution. [Direct Deposit information](https://www.ucalgary.ca/hr/sites/default/files/teams/231/add-update-direct-deposit-information-portal.pdf) should be updated via Employee Self Service in our PeopleSoft HR system after you register for an IT account. Your salary will be subject to Canadian income tax, CPP and EI, and these deductions will be taken on each semi-monthly pay.

**Immigration Considerations [Please delete if Canadian]:** Under Immigration and Refugee Protection Regulations R186(f), international students may work on the campus of the university at which they are a full-time student without the need to secure a Work Permit. This offer of employment is conditional upon your providing evidence of your valid Study Permit and confirmation of your full-time student status for the duration of your Graduate Assistant (Teaching) appointment at the University of Calgary. You will be required to provide evidence of your Study Permit and full-time student status to the People, Processes and Solutions team via e-mail to [hrhire@ucalgary.ca](mailto:hrhire@ucalgary.ca) .

Additionally, you will be required to submit an application for a temporary Social Insurance Number (SIN) to a Service Canada Office. Information related to the Social Insurance Number Program is available on Service Canada’s web site at: <https://www.canada.ca/en/employment-social-development/services/sin/before-applying.html>. To apply for a SIN, you must present your valid Study Permit issued by IRCC indicating that you are authorized to work in Canada. To ensure that there is no delay in payment of your salary, as soon as you obtain your SIN please submit it via the University’s safe and secure collection process as follows:

* Go to [my.ucalgary.ca](https://my.ucalgary.ca/). Log in to your Student Centre and go to the Personal Info tab, where you will find the “Submit Social Insurance Number” link
* You will need to input the SIN number, Expiry Date, and upload a copy of the “Confirmation of SIN” letter from Service Canada

For assistance, contact [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or (403) 210-9300.

**Policies and Procedures:** You will be expected to observe and to conduct yourself according to all University of Calgary policies noting in particular policies under ‘Health, Safety and Environment’ and ‘Research’.

**Required Training:** Unless previously completed, you are required to complete the Occupational Health and Safety Orientation, the Harassment and Violence Awareness Training and the Hazard Assessment Training within the first week of employment.  Additional health and safety training may be required.  The courses are completed online through PS Enterprise Learning which can be accessed through the MyUofC portal under the ‘My work’ tab. To register, please visit <https://www.ucalgary.ca/risk/environment-health-safety/training>. Additionally, unless previously completed, you are required to complete the university’s cybersecurity, privacy, and research security training within 45 days of being enrolled in these online courses. As per Article 8 of the Collective Agreement, all mandatory training for the purposes of the Graduate Assistantship will be included towards fulfillment of the Graduate Assistantship's hours for the period of appointment.

**Freedom of Information and Protection of Privacy Act (FOIP):** Your personal information is collected under the authority of the *Freedom of Information and Protection of* Privacy *Act* [Alberta] in order to manage your relationship with the University.  The information will be used and disclosed in accordance with the FOIP Act and the University’s Privacy Policy.  If you have questions, please contact the University’s People and Culture team at [grad.contracts@ucalgary.ca](mailto:grad.contracts@ucalgary.ca).

**Cancellation Provisions**: Cancellation of the contract prior to the commencement of the academic term will result in an offer of an equivalent position, or in the event that an equivalent position is unavailable, or you as the student elect to not accept the equivalent position, a cancellation fee of $500 will be paid as salary. Cancellation on or after the commencement of an academic term will result in an offer of an equivalent position, if an equivalent position is not available, you will be paid the value of the contract as scholarship. Should you as the student elect not to accept the equivalent position, a cancellation fee equivalent to the scholarship portion of the contract, will be paid as scholarship.

**Acceptance of Offer:** To indicate your acceptance of this offer, please sign below on the acceptance line, and return via email to [Insert email address] by [Insert Date]. If you have any questions regarding this offer, please do not hesitate to contact me.

I would like to take this opportunity to wish you success in your position as a Graduate Assistant (Non-Teaching).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature and Name: Department Head/ Equivalent]

[Title]

[Department of – (Delete if not applicable)]

[Faculty of]

**ACCEPTANCE**

I hereby acknowledge receipt of this Offer and accept the terms and conditions as set forth in this Offer. Delivery of a signed copy of this Offer by email or by another form of electronic transmission is good and sufficient delivery.

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Signature of Graduate Student Date

\*\* To ensure timely processing, please submit the signed offer letter to the Graduate Program Administrator in the Faculty as soon as completed. Any delay in submission may result in a delay of first payment. \*\*

Cc: Department File

People and Culture Team, [grad.contracts@ucalgary.ca](mailto:grad.contracts@ucalgary.ca)

Graduate Students’ Association, [gsacontr@ucalgary.ca](mailto:gsacontr@ucalgary.ca)