

# LETTER OF AGREEMENT

LETTER OF AGREEMENT between

(Employee)

AND

**Creative Trust for Arts & Culture**  
**215 Spadina Avenue, Suite 129**  
**Toronto, Ontario M5T 2C7**

**IT IS AGREED** that (Employee X) will become/will continue as XX for the Creative Trust as of (DATE), reporting to the Executive Director

## **PRINCIPAL DUTIES OF THE POSITION:**

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The **ANNUAL SALARY** for this position is \$XX,XXX, payable XX, and subject to the regular deductions required by law.

**DATE OF COMMENCEMENT OF EMPLOYMENT:** Month/day/year

## **BENEFIT ENTITLEMENTS: +be sure that all these and all below are as in policy**

- Paid vacation annually during term of Agreement, according to Creative Trust's Administrative Employment Policies; such vacation shall not conflict with the duties to be performed by the Employee.
- In lieu of overtime worked, paid time off in accordance with Creative Trust's Terms of Employment.
- Reimbursement upon prior approval and furnishing of invoices/receipts, of travel and other expenses incurred in connection with duties as outlined, and reflected within annual budget.

## **TERMINATION** of this Agreement requires:

- Notice in writing from the Employer to the Employee for just cause.
- Four weeks notice in writing by either party.
- In lieu of notice, the Employer will pay the Employee an amount equivalent to all remuneration and benefits receivable by the Employee during the period of notice.

**TERMS OF ENGAGEMENT**

- This position is subject to the general Employment Policies and office procedures of Creative Trust, and to an annual performance review with the Executive Director. An interim review will occur within (3-6) months of the commencement of this position.

\_\_\_\_\_  
Employee

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Executive Director