

CONTRACTUALLY LIMITED VETERINARIAN MEMBER APPOINTMENT LETTER (12 months or longer)

CONFIDENTIAL

Dear []

With the approval of the Dean I am pleased to offer you a contractually limited appointment as Veterinarian in<<indicate specific area of employment e.g. Avian-Exotic>> in the Ontario Veterinary College Teaching Hospital. The appointment will be for the period _____ to _____ and you will report directly to me.

Your annual salary, payable from commencement of your active duties at the University, is \$_____. (In addition, you will be responsible for payment of your College of Veterinarians of Ontario (CV) dues). Your duties and responsibilities will be as discussed with me and as articulated in the attached position description. {if applicable, the description of any special duties or conditions that may apply, provided that they are consistent with the Collective Agreement}.

Your appointment is contractually limited and confers the right during the term of the appointment to fair consideration for increase of responsibility and salary. It carries no implication of renewal or continuation beyond [insert end date] and may be terminated by either party with notice as per the Employment Standards Act.

The scheduling of OVC Teaching Hospital duty, vacation time and time outside of clinical service to the Teaching Hospital will be done in collaboration with your colleagues in the Teaching Hospital, the Chair of the Department of Clinical Studies and the Executive Director of the Teaching Hospital

The details of the offer are described in the Attachment: Terms and Conditions of Offer of Employment. Please take the time to read this Attachment carefully and to review the various policies referred to in it. Your appointment is governed by the terms and conditions of the Collective Agreement between the University of Guelph and the University of Guelph Faculty Association; other policies referred to in the attachment, as they may be amended from time to time; and other policies established by the University. If you agree with the terms of this appointment, please sign the second copy of this letter and return it to me as confirmation of your acceptance.

My colleagues and I look forward to a mutually rewarding association with you at the University of Guelph.

Yours sincerely,

Dean
College

I have read, understand and agree with the terms and conditions as outlined in the letter and the Attachment.

Signature _____

Date _____

Attachment: Terms and Conditions of Offer of Employment For [Name of Candidate] and Position Description

Note: The Faculty Association (UGFA) is a certified union under the Ontario Labour Relations Act and acts as your sole and exclusive bargaining agent. The University of Guelph Faculty Association may be contacted at (519) 824-4120 ext. 52126 or facassoc@uoguelph.ca.

Appointment and Term of Appointment

Your appointment is for a period of _____ as a Veterinarian.

The duties and distribution of effort associated with this position are outlined below:

[Insert details of job requirements and any department-specific arrangements that need to be highlighted]

Veterinarians in the Veterinary Teaching Hospital (VTH) and Animal Health Laboratory (AHL) provide a range of clinical and professional services to the Ontario Veterinary college (OVC), the University and external clients. Veterinarians' responsibilities shall include some combination of:

Details related to Veterinarian Members' workload are outlined in Article 31 of the UGFA Collective Agreement.

Compensation

No member shall be paid a salary below the salary floor for a Veterinarian Member as outlined under Article 53 24.2.4. of the Collective Agreement

Performance Review

Details related to performance review of Veterinarians are outlined under Article 34 of the UGFA Collective Agreement.

Professional Development Leave

Veterinarians shall be permitted, when determined to be operationally and financially feasible by the Director, to attend conferences, workshops, seminars and meetings for professional development purposes and may consult sources outside the University, visit laboratories and/or libraries and seek other sources of material for scholarly endeavours.

For such leaves from his or her normal responsibilities, a Veterinarian Member shall make a written request for approval to the Director at least one (1) month in advance, and shall collaborate with the Director, to make acceptable arrangements for meeting the Veterinarian Member's obligations and responsibilities. Such leave shall normally not exceed five (5) working days. The University will consider funding requests related to Professional Development Leave

Paid Personal Leave for Veterinarian Members

Regular Full-time Veterinarian Members shall be allowed up to three days of Paid Personal Leave annually, which must be approved and granted by the Director, or designate

Group Benefits

As a Veterinarian Member, you will participate in the University benefits program, details of which are available at <http://www.uoguelph.ca/HR/hrmanual/601.htm>. You are immediately eligible for Extended Health Care and Group Life Insurance up to \$25,000. The University pays the entire cost of the Extended Health Care premium, which is effective immediately on your start date. Deductions will be made for Group Life Insurance, the Long-Term Salary Continuation Plan, Canada Pension Plan, Income Tax and Employment Insurance. Details of the pension plan can be found at <http://www.uoguelph.ca/HR/hrmanual/penbooklet.pdf>.

Please note that you are not eligible for the pension plan, dental coverage or Long Term Disability until the completion of 2 years of continuous service.

Professional Development Reimbursement (PDR)

Veterinarian members (provided the appointment is one year or greater) who are actively employed as of September 15th are entitled to the full faculty. Details on the PDR can be found at <http://www.uoguelph.ca/vpacademic/documents/pdr2005.pdf>

Vacation

Details related to vacation entitlement are outlined under Article 48 of the Collective Agreement.

Sick Leave

Article 47 of the Collective Agreement outlines rights and responsibilities of Members as they relate to sick leave.

Parental Leave

Contractually Limited (CL) Veterinarian Members are entitled to unpaid parental leave under the provisions of the Collective Agreement and in accordance with the Ontario Employment Standards Act. However, CL Members are not entitled to the paid parental leave provisions and do not receive top up to any Employment Insurance Benefits they may receive. For further details refer to the Collective Agreement.

UGFA

You will be required to pay union dues to the University of Guelph Faculty Association which is now recognized as a certified union through the Ontario Labour Relations Act. For further information you should contact Lillian Wilson at liwilson@uoguelph.ca.

Occupational Health Assessment [insert where applicable]

University policy requires newly appointed Veterinarians, faculty and staff who will be working in disciplines and /or areas which involve confirmed human carcinogens, designated substances, physical agents, zoonotic diseases or environmental allergens to undergo a pre-placement occupational health assessment. The results of this health assessment are used for the sole purpose of promoting job-specific health protection measures and safety in the workplace. This assessment is intended to benefit you as a new employee by determining whether there are any susceptibilities to illnesses. The results are confidential and will not affect the status of your position with the University, nor will they be used for any other purpose. Following your acceptance of this appointment, we will arrange for you to meet with the Department of Occupational Health and Safety.

For further details, see the University's policy on pre-placement occupational health assessments at

<http://dragonfire.cs.uoguelph.ca/hr/hrmanual/documents/PreplacementOccHealthAssessments.pdf>.