

[INSERT LETTERHEAD]

***Note - what appears below in grey shade is for information purposes only. This information should be removed from the appointment letter before it is issued to the candidate.**

This template letter was last revised on March 17, 2023.

[DATE]

[EMPLOYEE NAME]

[ADDRESS]

Dear Dr. XXXXX

Re: Postdoctoral Fellow Appointment

It is our pleasure to offer you an appointment as a Postdoctoral Fellow in the Department of XXXXX. The term of the appointment is from [INSERT START DATE] to [INSERT END DATE]. This start date is contingent on your filling the conditions outlined below **prior to the start date**. Your Faculty Supervisor will be [INSERT NAME] and you will be working in [INSERT NAME OF BUILDING] located at [INSERT ADDRESS]. Your duties will be [INSERT LIST OF DUTIES].

WORK PERMIT **Include for any non-Canadian/PR (even for current work permit holders), or delete if not applicable :**

You are responsible for obtaining the necessary documentation for admission to Canada, and for securing and maintaining valid authorization to work at Queen's University for the entire duration of your appointment. Work permits are not transferable between universities or between appointments. To determine where you should apply, and which visas/permits are required, please review the detailed information from the <https://www.queensu.ca/immigration-relocation/>. As a Postdoctoral Fellow, you are exempt from obtaining a Labour Market Impact Assessment (LMIA) under Regulation 205 (c)(i) of the *Immigration and Refugee Protection Act*, LMIA-Exemption Code C44. To obtain a work permit for this position, however, your supervisor must complete the process described at the [Employer Portal](#). Queen's will make an application to generate an offer of employment ID number from Immigration, Refugees and Citizenship Canada. You must then use the offer of employment ID number to apply for a work permit. Please note that in the case of a renewal, postdoctoral fellows are required to complete the employment offer process again, including obtaining a new offer of employment ID number for the renewed appointment period. In accordance with *Canada's Immigration and Refugee Protection Regulations*, you can get to know your rights while working in Canada [here](#). This offer of an appointment is conditional upon your obtaining all necessary documentation and clearances to enable you to enter Canada and work at Queen's University on or before your appointment date, and upon maintaining continuous, valid work authorization throughout your appointment. If you are unable to do so on or before your appointment start date, this offer and any acceptance of it by you will be null and void unless a written deadline extension is provided by the University. If you encounter difficulties obtaining the necessary documents and clearances, please contact [INSERT NAME OF SUPERVISOR] immediately to discuss the possibility of extending the deadline associated with this offer of employment. **Work authorization must be maintained for the duration of your employment contract. Any renewal of contract and/or renewal of work authorization (work permit) is subject to the steps outlined above.**

Include if candidate does not yet have their Doctorate (or equivalent degree), or delete if not applicable:

In addition, this offer of an appointment is subject to the condition that you are able to demonstrate you have received clearance to graduate with a Doctorate (or equivalent degree) on or before your appointment start date. If you are unable to do so, this offer, and any acceptance of it by you, will be null and void.

RELOCATION AND ONBOARDING - ONLINE REGISTRATION FORM

If you require additional information regarding joining Queen's and relocating to Kingston, please contact the Office of Postdoctoral Affairs at postdoc@queensu.ca or 613-533-6000 ext. 76541. The Coordinator of Postdoctoral Affairs can connect you with training to complement your research at Queen's and is available to assist in making your transition to the university as smooth as possible. This [online registration form](#) alerts the Office of Postdoctoral Affairs and the Coordinator of your arrival. Registration does not impact the hiring process and is optional, although encouraged. The Coordinator will introduce you to community-driven School of Graduate Studies and Postdoctoral Affairs initiatives, including orientation sessions that will help you get to know your campus and the city of Kingston. They can also suggest academic programming and professional training to enhance your career development throughout your fellowship. Please contact postdoc@queensu.ca with any questions.

UNION INFORMATION

In your employment with the University, you will be a member of a bargaining unit represented by the Public Service Alliance of Canada ("PSAC") Local 901, Unit 2, and your appointment as a Postdoctoral Fellow will be governed by the terms and conditions set out in this letter and in the Queen's-PSAC 901, Unit 2 Collective Agreement. We encourage you to familiarize yourself with the Collective Agreement which is available on the Faculty Relations [website](#). The University policies and procedures referenced in Schedule A of the Collective Agreement are also available on the Faculty Relations website. Additional information regarding PSAC Local 901, Unit 2 can be found at <http://www.psa901.org>.

[Include for initial Postdoctoral Fellow appointments only]:

Please note that, in accordance with Article 5.01 of the Collective Agreement, you shall become a member of PSAC on the date of your appointment unless you opt out within 30 calendar days of that date. Membership in the PSAC Union has different implications than membership in the PSAC Local 901, Unit 2 bargaining unit. Please consult the governing constitution and regulations of PSAC to determine the implications of union membership. Please contact the President of PSAC Local 901, by email at president@psac901.org should you wish to opt-out.

[Include for initial Postdoctoral Fellow appointment only]:

In accordance with the Collective Agreement, you will be subject to a probationary period for a period of three (3) full months of active employment from your appointment start date, during which time your Faculty Supervisor will be assessing your skills and qualifications to evaluate your performance and suitability for the appointment. If you are evaluated as being unsuitable for the appointment and/or your performance is not satisfactory, your employment with the University may be terminated on or before the last day of the probationary period.

If this appointment is not renewed or ends earlier than **[INSERT END DATE OF APPOINTMENT]**, you will be provided with written notice of termination (or pay in lieu thereof) and any severance pay to which you are entitled, if any, in accordance with the Employment Standards Act, 2000.

[If using this section, delete “VACCINATION REQUIRED” section below]

VACCINATION NOT REQUIRED CURRENTLY

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended effective May 1, 2022, but the University may reinstate them at any point.

By signing your offer of employment to indicate acceptance, you acknowledge that (i) disclosing your vaccination status using the University’s declaration tool, and/or (ii) providing proof that you are fully vaccinated, may once again become mandatory. You also acknowledge, as a condition of your employment, that if either or both conditions become mandatory, you will comply with them. Failure to comply may result in disciplinary action, up to and including termination of employment.

[If using this section, delete “VACCATION NOT REQUIRED CURRENTLY” section above]

VACCINATION REQUIRED

Prior to May 1, 2022, the University required all students, faculty, staff, and visitors (including contractors) to declare their COVID-19 vaccination status and provide proof that they were fully vaccinated or had an approved accommodation to engage in in-person University activities. These requirements were suspended May 1, 2022. However, they remain in effect for students, staff, and faculty in workplaces, including hospitals, where patient care is provided and/or where the work duties or educational requirements of the position involve or support patient care. Your position meets these criteria. Therefore, it is a condition of your employment that you are Fully Vaccinated and provide documented proof. If you decide to accept this offer of employment, you are required to submit a copy of your COVID-19 vaccination certificate, using the COVID-19 Vaccine Declaration secure site prior to commencing work at Queen’s. If you were vaccinated in a province/territory/country that does not provide vaccine certificates, you are required to provide the official receipt from the facility that administered the vaccine. If you cannot be vaccinated due to medical or other protected grounds under the Ontario Human Rights Code, you may request an accommodation in these rare circumstances; approval will require acceptable supporting documentation.

OFFER TO TEACH

Is the postdoc being offered any teaching that will be paid for by an internal source (i.e. operating funds)? IF YES, the teaching duties and corresponding compensation are to be detailed in a separate TERM ADJUNCT appointment letter and the remuneration for the teaching duties is not to be included in the salary noted below. INCLUDE IF APPLICABLE:

In addition to the Postdoctoral Fellow appointment described in this letter, you will be invited to teach **[INSERT # OF COURSES > 0.5 credit course(s) in the, <Fall (insert year) and/or Winter (insert year) term(s)]** for which you will receive a separate letter offering you an appointment as a Term Adjunct. You will be compensated separately for that appointment according to the compensation detailed in the

Queen's-QUFA Collective Agreement. That appointment letter will detail your teaching duties and corresponding compensation. The salary detailed below **does not** include the compensation that you will receive for any teaching that you perform.

SALARY INFORMATION

NOTE: the FTE minimum base salary can be found in [Appendix A of the Queen's-PSAC 901, Unit 2 Collective Agreement](#).

Full-time appointment:

You will be paid an annual gross salary of \$[INSERT ANNUAL GROSS SALARY] [include the following if a portion of the gross salary is being paid directly to the PDF by an outside source]: which is comprised of annual fellowship income of [\$ X] paid to you directly by [INSERT NAME OF FUNDING AGENCY] and an annual gross salary from Queen's University of [\$ X]. [If the PDF is teaching as a Term Adjunct during the PDF appointment, insert the following if applicable]: Your hours of work and corresponding annual gross salary paid to you by Queen's for this appointment will be reduced while teaching as a Term Adjunct.

Part-time appointment:

This is a part-time appointment working [X] % time. You will be paid a full-time-equivalent, annual gross salary of \$[INSERT ANNUAL GROSS (100%) FTE SALARY] resulting in an actual annual gross salary of \$[INSERT ANNUAL GROSS ACTUAL SALARY].

The annual salary paid to you by Queen's University will be subject to applicable deductions and remittances, including deductions for certain costs of the benefits in which you will participate, and mandatory government deductions, including income tax, Canada Pension Plan contributions and Employment Insurance premiums. For additional information regarding mandatory government deductions, you may wish to review the information provided by the Canada Revenue Agency [here](#).

Include, if desired, or delete if not applicable (Inclusion is recommended):

In consultation with your Faculty Supervisor, you may be expected to apply for external funding for which you are eligible. Should you receive external funding, your Faculty Supervisor may adjust their financial commitment accordingly. Conversely, if your external funding is subsequently reduced or eliminated, your Faculty Supervisor will adjust their financial commitment so that the annual salary paid to you by Queen's University is maintained at the level set out in this letter during the term of this appointment.

VACATION: if this is a renewed appointment and the PDF is carrying over any unused vacation entitlements from a previous appointment, that should be noted here in addition to the 3 weeks per 12 months applicable to this new offer of employment. As per Article 30.04 of the CA, a maximum of 10 days can be carried over with the express written consent of the employment supervisor. Any unused vacation in excess of 10 days must be paid out to the PDF].

Your salary is inclusive of 3 weeks of paid vacation per 12 months of your appointment or a pro-rated equivalent for any part of your appointment that is less than 12 months.

NEW HIRE ORIENTATION AND HUMAN RESOURCES REQUIREMENTS

Please arrange to attend an online New Hire Orientation session as soon as possible upon the commencement of your appointment. This session will provide you with valuable information about Queen's and the many services and resources available to you as an employee. It will include the completion of your payroll documentation, instruction on issuance of an Employee Photo ID card and the completion of mandatory Health and Safety training. Please contact Human Resources at 613-533-2070 or by email at hradmin@queensu.ca to register for the next available online session, but in any event no later than within 31 days of your first day of work at Queen's. The session will take place via Microsoft Teams and will run from 9:00 am to approximately 10:30 am. To join payroll, you must enter your banking information via MyHR at [Pay \(sharepoint.com\)](http://Pay.sharepoint.com). Please complete the banking information no later than 10 days after your start date or as soon as you have received your Employee Identification number. Your compensation will be paid to you in equal monthly installments. Your first pay day will be [enter last business day of the month, i.e. January 30, 2026]. For more information, please visit [New Employee Payroll Information](#). You will need to [activate your NetID](#) online to log into [MyHR Self-Service](#) and access or update your information. Should you encounter technical difficulties, please contact the Information Technology Services Support Centre at 1-613-533-6666. Upon registering for this new hire session, please notify PSAC Local 901 by email at info@psac901.org providing details of the date, time and location of the session that you will be attending. As per Article 6.07 of the Collective Agreement, a representative of the Union is entitled to meet with you after the New Hire Orientation meeting concludes.

[INCLUDE IF CANDIDATE IS RELOCATING FROM ANYWHERE OUTSIDE OF ONTARIO]
Health Insurance is required for you and your dependents. Please visit the government of Ontario [website](#) to verify eligibility for the Ontario Health Insurance Plan (OHIP) and access information about how to apply for coverage. Applications should be made as soon as possible upon your arrival in Ontario. If you and/or your dependents are not eligible for OHIP and are not already covered under a healthcare plan that is valid in Ontario, enrollment in the University Health Insurance Plan (UHIP) is mandatory for you and any dependents who arrive with you. You must enroll within thirty days after your arrival in Ontario. Enrolling more than thirty days after your arrival in Ontario could result in late application fees and premiums retroactive to your employment start date. For more information on how to enroll in UHIP visit the [Immigration and Relocation Support](#) website.

Within your first month of employment, you will receive an email from our benefit provider, Manulife. The email will be sent to your queensu.ca email address. You will be required to complete the self-service enrolments for benefits within 31 days from receipt of the email. Should you not complete your enrolment within the 31 days, you will nonetheless be enrolled in the mandatory group insurance plans for which you are eligible, with single coverage only. Deductions for mandatory benefits will commence following the end of your enrolment period and on the next applicable pay. It is important for you to know that if you do not enroll in group health benefits within 31 days from receipt of the email from Manulife and you subsequently wish to enroll in benefits, you will have to complete a 'late application' and may have to provide medical evidence of good health at your own expense before the insurer will cover you and your dependents under the group plans. Alternatively, changes to certain benefits may be made within 31 days of a life event.

If you are not currently employed at Queen's, you will receive an employee identification number ("Employee ID") from the Department. Upon receiving your Employee ID, you must activate your

employee NetID and employee email address by following the instructions found [here](#). Please note that your employee NetID is separate from any student and/or alumni NetID that you may have activated previously at Queen's. Important information related to your employment will be sent to your employee NetID email address. After obtaining your Queen's employee NetID email address, please ensure that you register with the Office of Postdoctoral Affairs in order to be informed about professional development opportunities, funding sources and resources available for Postdoctoral Fellows, or see [here](#) for more details.

The University has policies in place to support its employees with disabilities. Harassment, non-discrimination, and accommodation of disabilities are addressed in Article 11 of the Collective Agreement. University policies and other items of interest are available on the Faculty Relations website, on the University Secretariat's website and the Equity Office website. If you require accommodation or have accessibility needs, please contact the Return to Work and Accommodation office at employee.wellness@queensu.ca.

By accepting our offer of an appointment, you agree that this letter, along with any attachments, and the documents and policies referenced herein, constitute the entire agreement between you and the University with respect to your appointment, and that there are no prior agreements, understandings, undertakings, representations or warranties, whether oral or written, between you and the University with respect to this appointment. To indicate your acceptance of this offer, please sign and return one original of this letter to **[INSERT NAME OF SUPERVISOR]** as soon as possible, or in any event on or before **[INSERT DATE REQUIRED which must be before the appointment start date]**, after which time this offer shall expire.

We are very pleased at the prospect of you joining us here at Queen's University and we hope that you will accept our offer. We have every expectation that your experience with us will represent a positive step in your career.

Best Regards,

<Insert Pdf's Supervisor Name>
<Insert Title>

<Insert Department Head's Name>
<Insert Title>

c.c.: Human Resources
Academic Unit Manager (if applicable)
Public Service Alliance of Canada 901, Unit 2 (info@psac901.org)

ACKNOWLEDGEMENT AND ACCEPTANCE

I have read, understand and accept Queen's University's offer of an appointment as a Postdoctoral Fellow on the terms and conditions set out above.

Signature: _____

Date: _____