**[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 issues to the candidate.**

**This template letter was last revised on April 25, 2022**

**[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].** 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]**.

**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](https://www.queensu.ca/facultyrelations/psac-local-901-unit-2/collective-agreements). 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.psac901.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 in order to evaluate your performance and suitability for the appointment. In the event that 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.

In the event that 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.

**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. As of July 1, 2017, the minimum base salary is $34,000.**

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]:** The annual gross salary paid to you by Queen’s University will be reduced while teaching as a Term Adjunct based on the hours assigned to the course(s) as per Appendix R in the Queen’s-QUFA Collective Agreement.

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](https://www.canada.ca/en/revenue-agency/cra-canada.html?utm_campaign=not-applicable&utm_medium=redirect&utm_source=cra-arc.gc.ca_redirect).

**VACATION:**

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. [**NOTE: 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].**

**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 his/her financial commitment accordingly. Conversely, in the event that your external funding is subsequently reduced or eliminated, your Faculty Supervisor will adjust his/her 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.

**Include if a Work Permit/Visa will be necessary, or delete if not applicable :** You are responsible for obtaining the necessary documentation for admission to Canada, and the right to work at Queen’s University. 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 [Office of Post-Doctoral Training](https://www.queensu.ca/postdoc/incoming-scholars/incoming-international-scholars). If you require additional information regarding joining Queen’s and relocating to Kingston, please contact the Office of Postdoctoral Training at [sgspostdoc@queensu.ca](mailto:sgspostdoc@queensu.ca) or 613-533-6000 ext. 75356. 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*, Confirmation Exemption Code C44.  To obtain a work permit for this position, however, your supervisor must complete the process described at the [Employer Portal](https://www.queensu.ca/facultyrecruitment/recruitment-resources/employer-portal-applications-lmia-exempt-categories). Queen’s will make an application for an ID number from Immigration, Refugees and Citizenship Canada. You must then use the ID number to apply for a work permit. This offer of an appointment is subject to the condition that, on or before your appointment start date, you will obtain all necessary documentation and clearances to enable you to enter Canada and work at Queen’s University. 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.

**Include if candidate does not yet have his/her 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.

**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](mailto: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 assist the University in getting you set up in our payroll system as soon as possible, please complete a [direct deposit authorization form.](https://www.queensu.ca/financialservices/sites/finswww/files/uploaded_files/Forms/Payroll_Direct%20Deposit%20Form.pdf)  This form can be found on the Payroll Services Website. Please attach a void cheque or a deposit authorization slip issued by your Financial Institution to the form and submit the completed paperwork to Payroll Services (Rideau Building, 3rd Floor, 207 Stuart Street).

**[INCLUDE the following three sentences if the employee is an international non-resident working at Queen’s because they must enroll in UHIP: In addition, you will be required to enroll in the University Health Insurance Plan (UHIP).  Enrollment in UHIP is required before you will be eligible to sign up for benefits. For Further information about UHIP, please refer to the UHIP website at** [**uhip.ca**](https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fuhip.ca%2F&data=02%7C01%7Cjackie.cleary%40queensu.ca%7Cabf5a5c614b84342b88d08d81164bd97%7Cd61ecb3b38b142d582c4efb2838b925c%7C1%7C0%7C637278471660866912&sdata=XSloyCuSUVyn%2FxL32BCiE%2B3lDz5uL8qZghKxFDxZcjg%3D&reserved=0)**.]**  Upon registering for this new hire session, please notify PSAC Local 901 by email at [info@psac901.org](mailto: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.

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](https://netid.queensu.ca/selfservice/accountClaim/find). 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 Training in order to be informed about professional development opportunities, funding sources and resources available for Postdoctoral Fellows, or see [here](http://www.queensu.ca/postdoc) 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](mailto: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 Department Head’s Name>

<Insert Title> <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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**