

EMPLOYMENT CONTRACT

EMPLOYER INFORMATION

Surname

Given name

Full Address

Telephone number (cell)

Telephone number (work)

Canada Revenue Agency Business Number

(First 9-digits are mandatory for Canadian Employers)

Business Legal Name (as registered with CRA)

EMPLOYEE INFORMATION

Surname

Given name

Gender

Sin

Full address

Telephone number

Emergency contact person

Relation to the employee

Emergency contact phone number

DURATION OF CONTRACT

This contract shall have a duration of _____ months from the date of the employee assumes his / her functions.

Anticipated start date (YYYY-MM-DD)

JOB DESCRIPTION

Job Title:

What will the employee be doing on a daily basis? Provide detail descriptions of the duties (example: meal preparation, shopping, driving, housekeeping , pet care, etc.)

Minimum experience / skills requirements of the job (include years of experience and / or requirements such as CPR, ability to drive, ability to lift a minimum weight, etc.)

Will the work be carried out in the employer's residence?

Yes No

If no, provide the full address of where the employee will work

Description of the house and the household where care will be provided.

WORK SCHEDULE AND WAGES

The parties agree to abide by provincial / territorial labour / employment standards regarding wages and leave.

The employee shall be entitled to all applicable provincial, territorial and national statutory and public holidays with pay.

1. Is the employer's offer of employment for a full-time position (at least 30 hours per week) throughout the duration of employment covered by this offer of employment?

Yes No

2. How many hours will the employee work each day and each week OR

Will the employee have an irregular schedule without standard daily or weekly hours?

Yes No

If yes, provide details.

3. What is the regular (non-overtime) wage per hour being offered to the employee: \$

The employer agrees to review and adjust the employee's wages at least once a year to ensure they meet or exceed the prevailing wage rate for the occupation in the region where the employee shall be employed.

4. The employer agrees to pay the wages on the following basis:

Weekly bi-weekly monthly

5. The employer agrees to pay the employees for the overtime hours of (e.g. 1.5 X regular rate) after (e.g. after 44 hours a week).

Note: Employer are reminded that overtime hourly rates may vary, for example, depending on the day of the week or for national statutory or public holidays. Consult with your province or territories the standard minimum wage.

6. Will the employee be paid any contingent wages (e.g. bonuses, predictable overtime)?

Yes No

If yes, provide details.

7. If there is a live-in arrangement, will deductions be removed from the wage?

Yes No

If yes, how much?

8. Will there be any other deductions on the paycheque? (e.g. for meals)

Yes No

If yes, how much?

9. The employee shall be entitled to _____ day(s) off per week, on the following days of the week:

10. The employee shall be entitled to _____ business days of paid vacation per year or remuneration: (% of gross salary).

11. The employee shall be entitled to _____ number of paid or unpaid sick leave per year.

12. The employee shall be entitled to all applicable provincial, territorial and national statutory and public holidays with pay.

13. The employer agrees to pay the employee for his/ her work by cheque or alternative means if mutually agreed and with documentation and receipts, the gross wages before

deductions in the amount of _____ per hour worked. Equivalent to _____ per week.

14. The employer agrees to pay taxes and submit all deductions payable as prescribed by law (including, but not limited to, employment insurance, income tax, Canada Pension Plan or Quebec Pension Plan).

BENEFITS

Disability insurance Dental insurance Pension

Extended medical insurance (e.g. prescription drugs, paramedical services, medical services, etc.)

Vacation - Days _____ (Number of business days per year) OR Remuneration : _____ (% of gross salary).

Other benefits

Please specify other benefits

NOTICE OF RESIGNATION

Should the employee wish to terminate the present contract, the employee agrees to give the employer written notice thereof at least _____ week(s) in advance. The parties agree to abide by provincial / territorial labour/ employment standards regarding written notice of resignation.

NOTICE OF TERMINATION OF EMPLOYMENT

The employer must give written notice before terminating the contract of the employee. This notice shall be given at least _____ week(s) in advance. The parties agree to abide by provincial / territorial labour/ employment standards regarding written notice of termination of employment.

SIGNATURE OF EMPLOYER:

Date (YYYY-MM-DD)

SIGNATURE OF EMPLOYEE:

Date (YYYY-MM-DD)