

Employment Offers Policy

1.0 Policy Statement

It is the policy of the City to provide a contract or a letter of employment to all new employees. The contract or letter of employment will act as clear evidence of the agreement, which has been made between the two (2) parties. The contract or letter of employment may cover any number of provisions, depending on the nature of the employment and is assumed to be in addition to any legislative obligations which the City has relating to that position.

2.0 Purpose

To establish a Policy for the City of Mount Pearl that outlines the guidelines to be followed regarding offers of employment.

3.0 Scope

This policy applies to job offers made by the City for all bargaining and non-bargaining unit positions at all locations of the City. Where any provision of this policy conflicts with the terms of the Collective Agreement, the Collective Agreement will prevail.

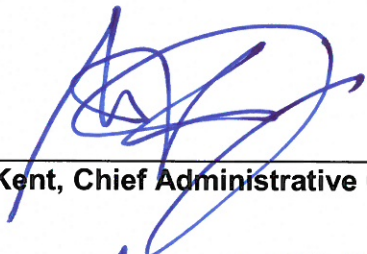
4.0 Guidelines

- a) All contracts of employment will be authorized and prepared by Human Resources and signed by the Chief Administrative Officer or his/her designate.
- b) All letters of employment will be authorized, prepared, and signed by Human Resources.
- c) The contract or letter of employment will address, but will not be limited to the following provisions:
 - i. Purpose of Employment/Position
 - ii. Start Date/End Date (if applicable)
 - iii. Wage and/or Salary
 - iv. Benefits
 - v. Hours of Work
 - vi. Probationary Period
 - vii. Certifications
 - viii. Vacation/Sick Entitlements
 - ix. Reporting Requirements
 - x. Termination Provisions if applicable

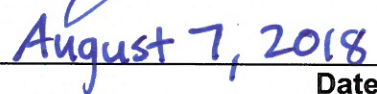
- xi. Compliance with all City Policies
 - xii. Any applicable Collective Agreement
- d) Human Resources will present all employment offers to the potential employee on behalf of the City.
 - e) The potential employee will be given a reasonable amount of time to review the contents of the contract or the letter of employment.
 - f) The successful candidate will sign the contract or the letter of employment. The successful candidate's signature will indicate his or her acceptance of the employment offer and the conditions as set out in the letter of employment.
 - g) The original copy of the contract or letter of employment will be retained by the employee and a copy will be retained by Human Resources and filed in the employee's personnel file.
 - h) Employees must have signed/accepted the contract or letter of employment prior to the commencement of their first day of employment with the City.

It shall be the responsibility of all employees of the City of Mount Pearl to ensure that they are aware of this policy.

5.0 Approvals



Steve Kent, Chief Administrative Officer



Date