**Letter of Employment**

 **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Number: \_\_\_\_\_\_\_\_\_\_\_\_**

Congratulations on your employment with Brandon University. As a Student Assistant you are now a member of the Public Service Alliance of Canada (PSAC). The Collective Agreement is located on the Brandon University website at www.brandonu.ca/hr/files/PSAC-Collective-Agreement-Current-Updated-Oct-3.pdf.

In this role, your terms of employment will be for the academic term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your rate of pay will be \_\_\_\_\_\_\_ per hour.

You have been assigned to work a maximum of \_\_\_\_\_\_\_hours during the term. You will not be permitted to work additional hours unless this has been pre-approved by the Dean or designate.

There are a couple of payment options available to you. Please select your option for payment:

**Option 1**\_\_\_\_\_\_\_

Total assigned hours will be evenly spread over each bi-weekly pay period to the end of your term and will automatically be submitted to payroll on your behalf. These hours will be payable on a bi-weekly basis as a direct deposit into your bank account.

**Option 2**\_\_\_\_\_

 Employee to submit actual hours worked to the department on a prompt bi- weekly basis using an

 electronic time and attendance system. The hours you submit cannot exceed the maximum hours

 that have been assigned and approved for the term. These hours will be payable on a bi-weekly

 basis as a direct deposit into your bank account.

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean or Designate Signature Date

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