January 6, 2023 please place on parish letterhead

Name Last

Address

City, ON Postal Code

Dear NAME:

The below terms outline an extension to your current limited term contract of POSTION TITLE at PARISH, TOWN which was dated DATE OF ORIGIONAL CONTRACT. This offer is conditional upon receiving your written acceptance and acknowledgement of the terms and conditions of employment as set out below within five (5) days from the date of this correspondence.

The revisions to your previous offer of appointment are as follows:

|  |  |
| --- | --- |
|  |  |
| Duration: | DATE – DATE |
| Hours of Work: | ## hours per week.  If approved in advance, hours worked in excess of 44 hours per week will be deemed to be overtime and will be compensated or claimed as such as per the minimum requirements of the Employment Standards Act, 2000, or successor legislation hereinafter jointly referred to as the “ESA”]. |
|  |  |
| Compensation: | Salary $XX per annum ($XX per month).  Or  $XX per hour.  Your financial compensation will be paid monthly through the diocesan central payroll. It will be subject to those deductions required by law (i.e. income tax, CPP, Employment Insurance, and WSIB), along with your share, if applicable, of pension contributions and premiums for any group benefits for which you might be eligible and enrolled. |

All of the other terms and conditions related to your seniority, temporary lay-off, termination, pension and employee benefits, health/dental benefits, vacation and sick days, and employment policies as stated in the letters of appointment dated DATE OF ORIGIONAL CONTRACT, remain the same, unless revised herein.

If you have any questions with regard to this offer or if you require accommodation related to a disability, please speak to the Rector or Wardens.

Should any provision herein be found to be invalid, void, unenforceable or otherwise struck down, the parties agree that the remainder of the provisions shall survive and continue to be of force and effect.

This letter along with its enclosures, and the letter dated DATE OF ORIGIONAL CONTRACT (except where amended herein), constitute the entire agreement between you and the PARISH, TOWN and any further amendments must be made in writing and signed by both parties.

We look forward to continuing to work and serve alongside you.

Sincerely,

RECTOR’S NAME & SIGNATURE WARDEN NAME & SIGNATURE

I, NAME, do hereby agree that the revised terms and conditions of this agreement, as indicated, supersede any previous agreement I may have had with PARISH, TOWN.

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

Signature Date