

Section/Number: Human Resources – 004	Approval Date: (DD/MM/YY)
Subject: Offer of Employment	Amendment Dates:
<p>Policy</p> <p>All employees will be provided with a written Letter of Offer that clearly states their position title, rate of pay, benefits and allowances, hours of work and probationary period, prior to commencement of employment.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) or his/her delegate is responsible for making all offers of employment including verbal and written offers. 2. Verbal offers of employment create a binding contractual relationship and must be confirmed in writing by a Letter of Offer. 3. Letters of Offer may be conditional based upon the following circumstances: <ol style="list-style-type: none"> 3.1. where licensing is required, 3.2. where criminal records checks are being completed, and/or 3.3. on receipt of certification or proof of qualification. 4. The Letter of Offer must contain the name of the person being hired, the title of the position, the salary and benefits/allowances for the position, hours of work and the probationary period. 5. One copy of the signed Letter of Offer will be provided to the employee and one will be placed on the employee's Personnel File. 	
<p>Attachments</p> <p>Sample Letter of Offer</p>	
<p>References</p> <p>N/A</p>	

Logo

Community Government Name

Sample Letter of Offer

Date

Employees Name and Address

Letter of Offer – Title of Position

On behalf of the Community Government, I am pleased to offer you the position of **Title**. Attached please find a copy of the position description.

This is a **position type** (i.e. full-time, permanent position) Your date of hire for the position will be **date**. Your normal workday will be **hours of work** (i.e. 8:30 AM to 5:00 PM, Monday to Friday). There will be a six month probationary period after which your performance will be evaluated. There will subsequently be an annual performance evaluation on the anniversary of your date of hire.

Your starting salary for the position will be **salary**. You will be eligible for a performance increase to the next Step of the Pay Grid on the anniversary of your date of hire each year until you have reached the maximum Step for the position (if applicable). Performance increases will be based on, and subject to, a satisfactory performance review.

In addition to the salary, you will be entitled to the following benefits:

- **Provide list of benefits and allowances**

It is imperative that you understand the importance of confidentiality in your position. Should there be any breach of confidentiality, you may be subject to disciplinary action as described in the Community Government Policies and Procedures. As part of the Offer of Employment you will be required to sign an Oath of Confidentiality and a Code of Conduct.

You will also be subject to all Community Government Policies and Procedures and it is your responsibility to read and abide by these Policies and Procedures.

Please sign and return the Letter of Offer at your earliest convenience, and welcome to the Community Government.

Sincerely,

Name
Senior Administrative Officer
Community Government

Logo

Community Government Name

Acceptance of Offer – I accept this offer on the terms and conditions outlined herein.

Employee Signature

Date