**revised version updated December 2023**

**UHIP paragraph**

**April 2024**

**Cyber Security training**

Date:

Post-doctoral fellow’s name

Address

Dear:

On the recommendation of (chair/director) and with the approval of the Dean, Faculty of Health, we are pleased to offer you an appointment as a Postdoctoral Fellow in the School of Public Health Sciences, Faculty of Health. In the event the position is discontinued, appropriate notice will be given in accordance with the provisions of the [Employment Standards Act](https://www.ontario.ca/document/your-guide-employment-standards-act-0?_ga=2.43783205.1837350101.1518534577-499445008.1512744963).

[Note: If Banting, must use the words “Banting Fellowship” (has tax implications)]

This is a year/month appointment commencing and terminating on unless terminated in writing by the Chair or Dean prior to the end date.

**Paragraphs for non‐Canadians –**

For immigration purposes, you will be considered as a post‐doctoral fellow and will require a work permit before you can legally work in Canada. You will need to provide proof of your PhD degree and employer compliance (IMM5802) submission must be provided when applying for immigration documentation. Please refer to the website: [www.cic.gc.ca](http://www.cic.gc.ca/) for further information. You will be employment authorization LMIA exempt under C44 of IRPR.

**(If NSERC or SSHRC postdoctoral fellows) …**

It is understood that your salary for this period of appointment will be paid by an International Fellowship from the Natural Sciences and Engineering Research Council of Canada or Social Sciences and Humanities Research Council of Canada. (last sentence if applicable). In addition, the Department/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will provide you with an additional stipend in the amount of $ \_\_\_\_\_\_, payable in monthly installments.

[Note: If the appointment is less than one year (Example: ONE year = Sept. 1, 2015 – Aug. 31, 2016) the PDF will be paid 4% vacation pay. Refer to Policy 56].

[Note: Provide departmental benefits account for Banting and MITACS]

The salary for this position will be $ (*enter actual amount being paid to the PDF; taxes/benefits are not included in this gross amount but will be charged to the supervisor; see HR tool for assistance)* for the 12‐month appointment, payable in monthly installments. Benefits for this period of employment will also be provided as outlined in Policy 23.

(<https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-23>).

During the term of this appointment (one year or more) or any renewal or renewals thereof, University policy provides one month of vacation during each year of appointment as outlined Policy 56. Normally, all vacation should be taken at a time acceptable to your Department Chair/Director. All vacation entitlement must be used prior to termination.

Your duties will be to ….provide examples so not too vague.

**If PhD is pending (for Canadians or PR’s only) –**This offer is conditional upon completion of the requirements for your PhD degree and upon receipt of satisfactory evidence from <granting institution>. If all requirements for the PhD have not been met by <date>, your initial appointment will be that of “research assistant”. Upon confirmation of completion of the requirements for the PhD, your postdoctoral fellow appointment will begin on the 1st day of the following month.

**If foreign…**

This offer is conditional upon completion of the requirements for your PhD degree and upon receipt of satisfactory evidence from the University of X. Your appointment cannot begin until all the requirements for the PhD have been met. Upon confirmation of completion of the requirements for the PhD, your postdoctoral fellow appointment will begin on the 1st day of the following month.

**Paragraphs for non-Canadians, if applicable --**

***if appointee is non-Canadian and is permanently residing outside Canada:***

Please be advised that any person who is not a Canadian Citizen, and who does not have Permanent Resident status in Canada, must secure permission from Immigration, Refugees and Citizenship Canada (IRCC) to perform any work in Canada. The University of Waterloo may also have an obligation to seek permission from Employment and Social Development Canada (ESDC) for a confirmation against the Labour Market. Therefore, this offer is contingent upon such permissions. Although the University will follow the prescribed procedures in application for such permission as the employer, the authorization to work is granted to you personally and the University cannot guarantee that it will be obtained. You are therefore advised to pursue the matter of permission (in writing, online or in person) with a Canadian embassy, high commission or consulate in your country of residence as soon as possible. At that time, you should have this letter of appointment from the University of Waterloo in your possession. In the event that a work permit or other formal documented permission is not presented to the University before your arrival, the offer may be withdrawn without further notice. To help defray costs associated with immigrating to Canada (such as work permit fees, residence fees, medical fees, etc. for you), you will be paid a one-time taxable allowance of $1,000 Canadian.

[Note: The University does not centrally offer moving/travel reimbursements for PDF positions – this would only be included if the supervisor wishes to offer this].

As a foreign national hired by a Canadian employer in Ontario, you have rights under the Employment Standards Act, 2000, Employment Protection for Foreign Nationals Act, 2009 (<https://www.labour.gov.on.ca/english/es/pubs/is_fn_epfn.php>) as well as the Temporary Foreign Worker Program, 2022 (<https://www.canada.ca/en/employment-social-development/services/foreign-workers/protected-rights.html>) . It is your responsibility to know your rights and what you are entitled to under these Acts.

Please note that in order to retain this position you will be responsible for obtaining permanent resident status from IRCC before the end of your first probationary term. Permanent Residence status is needed to keep a permanent/continuous position (tenured).

Individuals who hold Permanent Resident status in Canada are not required to obtain any other permission to perform work in Canada but should present documentation of the Permanent Resident status to the University upon acceptance of any offer of employment.

***if appointee is already on campus ‐ reappointment:***

Please be advised that any person who is not a Canadian Citizen, and who does not have Permanent Resident status in Canada, must secure permission from Immigration, Refugees and Citizenship Canada (IRCC) to perform any work in Canada. The University of Waterloo may also have an obligation to seek permission from Employment and Social Development Canada (ESDC) for a confirmation against the Labour Market. Therefore, this offer is contingent upon such permissions. Although the University will follow the prescribed procedures in application for such permission as the employer, the permission to work is granted to you personally and the University cannot guarantee that it will be obtained. You are therefore advised to pursue the matter of permission online with IRCC as soon as possible. The application and guidelines can be found at <http://www.cic.gc.ca>. In the event that a work permit or other formal documented permission is not presented to the University by the start date of this offer, the offer may be withdrawn without further notice.

As a foreign national hired by a Canadian employer in Ontario, you have rights under the Employment Standards Act, 2000, Employment Protection for Foreign Nationals Act, 2009 (<https://www.labour.gov.on.ca/english/es/pubs/is_fn_epfn.php>) as well as the Temporary Foreign Worker Program, 2022 (<https://www.canada.ca/en/employment-social-development/services/foreign-workers/protected-rights.html>) . It is your responsibility to know your rights and what you are entitled to under these Acts.

Please note that in order to retain this position you will be responsible for obtaining permanent resident status from IRCC before the end of your first probationary term. Permanent Residence status is needed to keep a permanent/continuous position.

Individuals who hold Permanent Resident status in Canada are not required to obtain any other permission to perform work in Canada but should present documentation of the Permanent Resident status to the University upon acceptance of any offer of employment.

***Mandatory Statement for appointees who are Canadian OR non-Canadian***

Participation in the University Health Insurance Plan (UHIP) is mandatory for all individuals who have a formalized relationship with the University of Waterloo including their accompanying dependents (spouse/children) if they are not eligible for Ontario Health Insurance (OHIP). Please enroll in UHIP by visiting the Human Resource UHIP page (<https://uwaterloo.ca/human-resources/support-employees/benefits/uhip-university-health-insurance-plan-manulife-cowan>) as soon as you arrive.

During your first term of employment, all individuals who have a formalized relationship with the University of Waterloo are required to complete the mandatory on-line training modules regarding Accessibility for Ontarians with Disabilities found on the Human Resources web site: <https://uwaterloo.ca/human-resources/accessibility/legislation/customer-service-standard> and the three mandatory on-line safety courses found on the Safety Office web site: <https://uwaterloo.ca/safety-office/training/training-programs>. Also required are two mandatory cyber awareness training modules. If involved in research. there are two additional research training modules to complete. All cyber awareness training is found on the Information Systems and Technology website: <https://uwaterloo.ca/information-systems-technology/about/policies-standards-and-guidelines/security/cyber-awareness-training>. Please make arrangements to fulfill these requirements as soon as possible and confirm completion with your department head.

Your salary and benefits will begin when you arrive at the University to take up the appointment. Any annual salary increases will follow the guidelines set out by the Research Office and Human Resources described here: <https://uwaterloo.ca/research/find-and-manage-funding/apply-funding/building-budget/recommended-salary-rates>. Please arrange to meet with Human Resources, East Campus 1 building to set up your payroll arrangements and health insurance.

Please refer to the following postdoctoral fellow website. [https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/.](https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/)

Effective January 1, 2013, all postdoctoral fellows will be required to complete a tutorial on Human Research Ethics Training upon arrival at the University before a research ethics application, on which you are named, can be submitted for ethics clearance. Non‐compliance will result in all future applications being returned to the principal investigator or faculty supervisor until the tutorial has been completed. For more information, please review the Policy for Human Research Ethics Training on the Office of Research website: <https://uwaterloo.ca/research/office-research-ethics>. The CORE tutorial can be found at <https://uwaterloo.ca/research/office-research-ethics/research-human-participants/pre-submission-and-training/human-research-ethics-training>.

The University of Waterloo is committed to accessibility for persons with disabilities. We intend to ensure that all employees can fully participate in the workplace. If you have any accommodation requests while working at the University, please contact Occupational Health *(*<https://uwaterloo.ca/occupational-health/>*)* by email at [occupationalhealth@uwaterloo.ca](mailto:occupationalhealth@uwaterloo.ca) or by phone at 888-4567 ext. 36264.

Failure to comply with health and safety policies/requirements implemented by the University of Waterloo, including any future requirements that the University may implement related to mandatory employee vaccination, shall result in discipline up to and including termination of employment.

If you foresee that you will be unable to arrive at the University within a few days of the proposed starting date, please inform your supervisor or host department as soon as possible to determine whether a new starting date for the appointment can be arranged.

Should you have any questions concerning this offer, please communicate directly with Professor \_\_\_\_\_\_\_\_\_ or Department Chair/Director, or the Dean of Health.

We look forward to your acceptance of this offer which you can indicate by signing the enclosed copy of this letter and returning it to me by (deadline date).

Yours sincerely,

Supervising Faculty Member

Signature Date

Chair/Director Department/School/Research Centre

Signature Date

Dean

Signature Date

Encls.

[UW Policy 23](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-23#:~:text=Where%20this%20policy%20indicates%20that,particular%20groups%20under%20specific%20circumstances.)

[UW Policy 56](https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-56)

# ACCEPTANCE

I hereby accept the above offer for services from the University of Waterloo and acknowledge and accept the terms and conditions of this appointment.

Understanding that my participation in the group benefits program is mandatory where eligibility conditions are achieved as a condition of employment, my signature authorizes the University of Waterloo to deduct the corresponding employee portion of the costs; where choice exists, the option with the minimum employee cost applies until requested otherwise and/or following the approval of evidence of insurability.

Dated at , this day of , .

(place) (day) (month) (year)

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

Print Name Signature

(Please type in the name of Postdoctoral Fellow here so that when the person signs, we can determine who the acceptance is from)

Please return your acceptance addressed to the above-named Chair/Director of the department/school and we will ensure this paperwork is distributed appropriately.

<<Chair/Director>>

<<Dept/School>>

Faculty of Health

University of Waterloo

200 University Avenue Waterloo, ON N2L 3G1