



October 23, 2020

Personal and Confidential

Mr. Carl Kristof Tessier
4015 West Hill Avenue
Montreal, Quebec H4B 2S5

Dear Mr. Kristof Tessier

It is a pleasure to confirm your appointment in the capacity of a temporary, part-time occasional Lab Assistant attached to the project entitled, Developing machine learning models for NGS analysis, RESP Program, Meakins Christie Laboratories, Department of Medicine. While you will be carrying out your duties at the Research Institute of the McGill University Health Centre (hereinafter the "Institute"), you shall be an employee of Dr. Gregory Fonseca. In this position, you will be reporting to Dr. Fonseca. This is a fixed-term contract for a duration of five (5) months. The period of employment is from October 26, 2020 until March 20, 2021 the agreed hourly gross rate of \$15.00, less applicable withholdings and contributions required by law. Effective April 1st, 2020, the salary scale reflects a minimum of \$ 13.10 per hour to \$23.14 per hour. Your work schedule will be from Monday to Friday,

Should overtime be required during the course of your work, it must be formally requested and approved in advance, as per the applicable overtime policy and procedure. It is understood that you may require to work overtime during peak periods. Please refer to the Institute's portal for applicable policies and procedures.

In this position, you will be subject to a 6-month probation period, which will be extended by any prolonged period of absence. Please be informed that you will undergo annual performance reviews based on specified performance objectives and development plan. This exercise covers the period from April 1 to March 31 of each year.

It is understood that this position is contingent upon the availability of research funding for the above-mentioned project and that the end of the funding for that specific program would be a mutually acceptable reason to terminate your employment with proper notice, notwithstanding the duration of your employment contract.

Your salary payments will be made by direct deposit, on a bi-weekly basis, to your bank account and will include all mandatory deductions required by law. Please contact your designated Human Resources Representative to make the proper arrangements.

During your employment, you agree to perform all the tasks related to your position as well as other duties that may be assigned to you by your employer. You will also be required to carry out your functions to the best of your abilities, with commitment, loyalty and in an effective manner and to conform at all times to the directives or the instructions that will be given to you. Moreover, during your employment, you agree that you will not, without your employer's prior written consent, directly or indirectly, provide services to any other person or organization, nor will you otherwise engage in activities that would conflict or interfere with your faithful performance of your duties as an employee. Employees are bound to comply with the Institute's policies, which may be amended from time to time.

During your employment, the following benefits will be made available to you:

- a) A percentage of your earnings is accumulated for vacation purposes, calculated on a pro rata basis during the reference period from May 1st to April 30th inclusively (see table below). Accumulated

vacation is to be taken in the subsequent reference period, at a time agreed upon between you and your supervisor. Vacation cannot be deferred. Any unused vacation will be paid out at the expiry of the term of the present agreement. Please note that vacation accumulates as follows:

PART-TIME	
Years of Service	Percentage of Earnings
-17	8.77%
17-18	9.25%
19-20	9.73%
21-22	10.23%
23-24	10.71%
25+	11.21%

- b) In lieu of statutory holidays, you will be entitled to 5.3% of your gross earnings which will be added to your paycheck.
- c) You will be entitled to three (3) days of paid sick leave per year which includes a maximum of one (1) personal day. Sick days can be used for sickness or to fulfill family obligations. The reference period for sick leave/personal days runs from December 1st to November 30th each year. Unused sick days/personal days during the reference year are not remunerated or carried over. A medical certificate may be requested at all times and is mandatory for all absences due to illness lasting more than three (3) consecutive working days. All absences are to be reported before 9:30 a.m. to your supervisor. The request for a personal day must be requested and approved in advance using the appropriate form. Please refer to our portal for applicable policies and procedures.
- d) Should you qualify, you will be eligible for participation in the Government and Public Employees Retirement Plan (RREGOP). The contribution rate is currently 10.63%; however, this rate is subject to change without prior notice. Please contact the Institute's Human Resources Division for more information.

Note that the above-mentioned fringe benefits may change during the course of your employment.

By signing the present letter, you acknowledge having received both the McGill University Health Centre Confidentiality and Security Agreement and the McGill University policy on Intellectual Property. As the Institute's activities are related to those entities, it is a condition of your employment that you agree to be bound by the terms and conditions of both documents.

The present offer is conditional upon you signing and returning the McGill University Health Centre Confidentiality and Security Agreement as well as the Institute's Consent and Authorization form, herein enclosed, along with this letter duly signed.

By signing the present letter, in the event of resignation or termination, for any reason, you agree to:

- a) promptly submit to the Principal Investigator or the owner, without keeping or making copies, any extract or abstract, any property or information belonging to the Institute or the owner, which includes, but is not limited to, the generality of the foregoing, the originals and copies of any document, material, equipment, file, contract, report, compilation, analysis, correspondence or any information, in any medium, including electronic, which you may have in your possession or control and that belong or may be related in any way to the Institute or the owner's business;
- b) immediately cease to use and to update, without delay, any information, logo or image set out in your signature, business card, letterhead or any other document used for your written and electronic communications with third parties, including any information, logo or image set out on your social media accounts profiles, to ensure that they accurately reflect without ambiguity the fact that you are no longer employed by the Principal Investigator.

This present letter of offer supersedes all prior and contemporaneous agreements, offers, negotiations, and verbal or written commitments with respect to your employment.

I am delighted to welcome you aboard and look forward to working together. We are confident that you will find your responsibilities both challenging and personally rewarding and wish you the very best.

Sincerely,

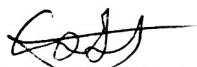


Gregory Fonseca, PhD,
Assistant Professor, Dept of Medicine
McGill University

I, the undersigned, Carl Kristof Tessier, hereby acknowledge having read and understood this document and I accept the terms and conditions of employment set out in this letter and the annexes attached thereto.

By accepting this appointment, I also undertake to respect all policies and procedures of the Institute as they are and as they may be modified from time to time.

Signed in Montreal, this 4th day of November, 2020.



Carl Kristof Tessier

Enclosures

cc: Employee file