

January 7, 2025

Farnaz Kheiri
312, 1800 simcoe street north
Oshawa, ON L1G 0C2

Dear Farnaz,

I am pleased to offer you limited term as a Teaching Assistant for SOFE3720U - Intro.to Artificial Intelligen in the Faculty of Engineering and Applied Science for the period of January 6, 2025 to April 25, 2025.

If you are a graduate student with a guarantee, the university retains the right to offer you a Research Assistantship in lieu of a Teaching Assistantship after this original letter of offer is signed and accepted.

This position is for a total of 140 hours. The pay rate is \$39.63 per hour which includes statutory holiday pay. Vacation pay will be in addition to your current hourly rate. Normal statutory deductions will be made as required by law. You will be paid in equal bi-weekly payments over the length of the contract.

Your assignment will include duties as discussed with your Supervisor and documented on the attached Hours of Work Form. Within seven (7) days of commencement of your employment, you and your Supervisor will meet to discuss the specific responsibilities and requirements of this appointment. If you are a new employee your probationary period is subject to the terms and conditions outlined in the collective agreement. Your Supervisor will make arrangements for you to attend a mandatory paid orientation session as well as any other applicable training sessions. If your appointment includes lab duties, please meet with your Supervisor prior to the start of your appointment to review lab policies and procedures. You will be expected to carry out your teaching duties with all due attention to the needs of the students and to the standards established in the Faculty.

As a Teaching Assistant your terms and conditions of employment are governed by the collective agreement with the Public Service Alliance of Canada. The collective agreement requires that you become a member of the union, subject to the conditions set out in Article 8.01. A copy of the collective agreement is available from your Supervisor on request and on the university website. For more information regarding the Public Service Alliance of Canada please refer to their website at www.psa.com.

To the extent that policies are not included in the collective agreement, your employment will also be governed by the university's policies which may also be found on our website and which may be amended from time-to-time. If you require more information about the university's policies for accommodating employees with disabilities, please review the university's Acessibility Policy.

Confidentiality is of paramount importance to the university. By accepting this offer, you hereby agree that any confidential information gained, directly or indirectly, through the university or its employees shall be kept in absolute confidence and will not be shared, in whole or in part, with any individual or organization without the expressed written consent of your Supervisor.

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At the end of this contract, you will be required to return any university property issued to you (e.g. laptop computer, keys).

If these terms are acceptable to you, please sign this offer and return it to me on or before January 21, 2025. After this date, this offer is no longer valid.

On behalf of the university, let me take this opportunity to welcome you to the Ontario Tech University.

Yours truly,

A handwritten signature in blue ink that reads "H. A. Kishawy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Hossam Kishawy
Dean
Faculty of Engineering and Applied Science

cc: Office of the Provost
Human Resource

Farnaz Kheiri

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I hereby accept the terms and conditions of this contract as set out in this letter and verify that I am legally entitled to work for the university in Canada.

Signed: Farnaz Kheiri

Date: 2025/01/08

Complete the section that applies to you:

For Students

As a student at the university, you may not work in excess of an average of 10 hours per week.

Please disclose all additional employment at OT and the number of hours per week during the period of this contract.

Faculty/ Department	Number of Hours/week	Position
1) Engineering and Applied Science	140	Teaching Assistant
2)		
3)		

For Non-Students

You may not work in excess of 35 hours per week.

Please disclose all additional employment at OT and the number of hours per week during the period of this contract.

Faculty/ Department	Number of Hours/week	Position
1)		
2)		
3)		

Farnaz Kheiri

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To be completed by the employee only after signing acceptance of this offer of employment. This information will be used for employment purposes only:

Banner ID:100898481

Work Visa Expiry Date (if applicable): _____

Please check the appropriate box:

OT Undergraduate ☐

OT Graduate Student ☐

Not an OT Student ☐

Telephone: 14375561658

Current Mailing Address:

Street: 312, 1800 simcoe street north

City: Oshawa Province: Ontario

Postal Code: L1G 0C2

Emergency Contact Name:

Name: Farzaneh Kargozari

Relationship: Friend

Phone/cell number(s): 9059248488

Full address: 332, 1900 simcoe st north, oshawa

On your first day, please visit the payroll website at <https://sites.ontariotechu.ca/finance/payroll/index.php> for instructions on how to enter your direct deposit banking information and TD1 Forms.

For Office Use Only:

Account Code: 100000-2600-62020 100%

Budget Holder Signature: _____

cc:Human Resources