



McMASTER ATHLETICS & RECREATION

Department of Athletics & Recreation, McMaster University
1280 Main Street West, Hamilton, Ontario L8S 4K1
Tel (905) 525-9140 ext. 24463 Fax (905) 526-1573
www.mrauders.ca

April 17, 2025

STRICTLY PRIVATE AND CONFIDENTIAL

Marko Kosoric

E-Mail: kosoricm@mcmaster.ca

Dear Marko Kosoric:

Re: Offer of Employment - Casual

I am pleased to offer you casual employment in the position of **Lifeguard** in the department of **Aquatics Athletics & Recreation** (the "Appointment") at McMaster University (the "University"). The terms and conditions of the Appointment are set out below.

Term of Appointment

The Appointment will commence on September 1, 2025, and expire on August 31, 2026, (the "End Date"), subject to earlier termination as set in this letter. This offer is contingent upon completion of required training.

Duties and Responsibilities

Reporting to me, you will be responsible for the duties outlined in the attached corresponding job description of Lifeguard, INT058, and as discussed with you. These duties may be reviewed and modified from time to time based on departmental or organizational needs.

Hours of Work

This is a **casual Appointment**, as a result, there is no guarantee of hours or schedule of work. You will be contacted when hours of work are available and provided with the schedule of hours at that time. You are responsible for providing a contact phone number that you may be reached at. You are expected to be accessible via phone and email during your work hours.

Flexible Work Arrangements

To ensure an ongoing and vibrant campus presence for our students, faculty and staff, your ability to work on campus / on-site is an implied term and condition of employment. The University is supportive of exploring flexible work arrangements that effectively balance operational needs and employee interests.

Should you work off-site at your home at any point over the course of your Appointment, you are required to designate an adequate and separate workstation and to demonstrate satisfactory safety at your home office. You must complete the Home Workstation: Self-Assessment Safety Checklist. Additional McMaster resources for Flexible Work Arrangements are available online: <https://hr.mcmaster.ca/resources/flexible-work-guidelines/resources/>.

Compensation

In accordance with the Temporary Employee Pay Grid, the Appointment has been evaluated at Level 2. You will be paid the following rates for the corresponding job descriptions: **\$18.59 per hour for the position of Lifeguard (INT058)**, less applicable statutory deductions. The Temporary Employee Pay Grid is available online at <https://hr.mcmaster.ca/managers/hiring-recruitment/>. Your net earnings will be deposited bi-weekly, one week in arrears, directly into a Canadian bank account of your choice. An electronic statement of your earnings will be available each pay.

Marko Kosoric

Offer of Appointment

JO [67251, 109657] [, , , , , ,]

Page 1 of 72

Public Holidays and Vacation Pay

You are entitled to paid public holidays in accordance with the Employment Standards Act (ESA). If the University is closed on a date which is not a public holiday, that day would be unpaid unless you are scheduled to work. Vacation pay will be provided in accordance with the ESA, which will be paid on each bi-weekly pay deposit.

Work Authorization

You confirm that you are legally authorized to work in Canada. If you are not currently eligible to work in Canada, you are responsible for obtaining a Visa/Work Permit prior to your first day of work. If you are unable to do so, this offer and any acceptance of it by you will be null and void. Further, you are responsible for respecting the conditions of your Visa/Work Permit and ensuring you maintain eligibility to work in Canada. If, for any reason, you are unable to fulfill this condition, your employment with the University will automatically cease.

University Policies, Directives, and Procedures

In conjunction with this letter, the terms and conditions of your employment are also subject to University Policies, Directives, and Procedures, as applicable, found online at <https://hr.mcmaster.ca/resources/employment-related-policies-directives-procedures/> and the links therein. The University's policies on accommodation can also be found at this link. You are reminded in particular of your responsibility to report dishonest or fraudulent conduct in accordance with the policy entitled "Dishonest or Fraudulent Activities Related to Funds or Property Owned by or in the Care of McMaster University".

Please read the University Policies, Directives, and Procedures carefully and feel free to contact Human Resources Services should you have any questions. University Policies, Directives, and Procedures may change from time to time at the discretion of the University. Your failure to observe any such Policy, Directive, or Procedure, dependent on the circumstances, may give rise to disciplinary action up to, and including, termination of your employment.

Health and Safety Training

You are required to complete the necessary health and safety training in accordance with the University's Safety Training and Orientation Program. If you have any questions regarding health and safety training visit https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/, or contact University Health and Safety at uhs@mcmaster.ca or extension 24352.

Employment Equity

McMaster University is committed to building an inclusive community, promoting equity and fairness, and celebrating our rich diversity. To understand the composition of our workforce, the University conducts an Employment Equity Census. If you have not already done so, we ask that you complete the Census. Your participation is important because it contributes to our understanding of the diversity of our employees, which will help in further developing and refining our employment equity strategies and tracking our progress. The census can be completed when you log in to Mosaic:

- From the Mosaic Portal, click the down arrow beside "Mosaic Home" and select "Employee Self-Service"
- Find and select the tile for "Employment Equity Census"

Further information on the census can also be accessed here: <https://hr.mcmaster.ca/employees/employment-equity/employment-equity-census/>.

Privacy

You are required to complete the Primer on Privacy Course which will be available for self-registration through Mosaic after your first day of employment. You are also required to review the *Privacy Governance and Accountability Framework* (<https://www.mcmaster.ca/privacy>) which sets out the accountabilities for ensuring that all individuals involved in the planning, management and day-to-day operations of the University are in compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)* and with the *Personal Health Information Protection Act (PHIPA)*, their associated regulations and the privacy policies, procedures and practices set out by the University.

Confidentiality

You must maintain the confidentiality of information to which you have access. This includes, but is not limited to, information associated with students, study subjects, staff, faculty and visitors. Confidential information is to be held in the strictest confidence, whether means of access to such information is verbal, documented, computerized, or otherwise obtained. Breach of confidence includes intentional or involuntary unauthorized release of this information, and may give rise to disciplinary action up to, and including, termination of your employment.

Inventions, Patents and Other Intellectual Property

You agree that any invention (whether patentable or otherwise), improvement, device, industrial design, copyright, know-how or other intellectual or industrial property developed, invented, created or improved by you during the course of your employment, shall be the exclusive property of the University. You agree to execute, from time to time, upon request by the University, assignments of your rights in any intellectual property as noted above to the University, and you shall co-operate with the University in documenting the ownership of such intellectual property by the University. You also hereby waive your moral rights to such intellectual property at common law and under the *Copyright Act*.

Termination

The Appointment may be terminated as follows:

- (1) You may terminate the Appointment upon two (2) weeks prior written notice to the University;
- (2) The University may terminate the Appointment for any reason upon providing you with such minimum amounts for notice of termination or pay in lieu thereof, severance pay (if applicable), benefits (if any), vacation pay, and holiday pay, along with any other entitlements required by the ESA. These entitlements are full and final and you shall have no claim for any further payments or entitlements under the common law.
- (3) The University may terminate the Appointment without any notice of termination or payment in lieu thereof, severance pay (if applicable) and benefits continuation (if any) if, under the ESA, you would not be entitled to receive any such notice or payments. You would still receive any accrued and outstanding wages and other required amounts under the ESA.

Acceptance

Should you decide to accept this offer, **please sign and date a copy of this letter in the space provided below and scan and email it to Joanna Lambucka (sahr@mcmaster.ca) in Student Affairs** or mail the package to GH 207 1280 Main St, W, Hamilton, ON L8S 3L8, **by no later than 1 calendar week from the date of this letter.**

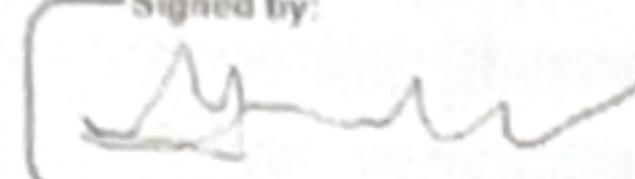
You are encouraged to visit the following link for information on your rights under the ESA:

(<https://files.ontario.ca/mltsd-employment-standards-poster-en-2020-09-08.pdf>). A hard copy of this poster will be provided to you upon request to Human Resources.

If you have any questions, please feel free to contact me directly or your supervisor.

Marko Kosoric, Congratulations on the Appointment!

Yours sincerely,

Signed by:

SLFB07FFDE7B4BD

Grey Fairley
Manager, Aquatics
Athletics & Recreation

c.c. HR Partner
HR File
Enclosure: Job Description (INT058)

Employee Acceptance

I have read, understand, and agree with the foregoing and accept employment on the terms and conditions as set out in this letter.

Employee Signature



Date 04/29/2025

PLEASE ENSURE YOU SUBMIT ALL FORMS BELOW AND NOTE YOUR PREVIOUS EMPLOYEE OR MCMASTER STUDENT ID# IF APPLICABLE:

For Tax forms: Fillable 2025 provincial and federal tax forms can be found here, all new and returning employees must fill these forms in please so that HR has most up to date information,
<https://hr.mcmaster.ca/employees/payroll/tax-information/>

For Contact and Deposit forms: Please include a void cheque or direct deposit form from your bank, otherwise we cannot pay you. Please also include a work/study permit if applicable.

EMPLOYEE CONTACT INFORMATION FORM

INSTRUCTIONS FOR COMPLETION

- New Employees:** Be sure to complete all sections of the form below and return to your HR Representative within one week of receipt.
- Employee Changes: Provide your full name and Employee ID, populate the required section of the form, then send to HROperations at hr.mcmaster@mcmaster.ca.

A EMPLOYEE INFORMATION				
Employee ID, if known (### ## ## ##)	Student ID, if applicable (### ## ## ##)	MacID (if known) kosoricm		
SIN(### ## ## ##)	SIN Expiry Date (MM/DD/YYYY) (Please attach copy of Permanent Resident/Work or Student Authorization)			
Salutation Select from li	Legal First Name* Marko	Preferred Name	Legal Middle Name	Surname* Kosoric
Gender Male	Date of Birth (MM/DD/YYYY) 12/21/2006		Marital Status Single	
Citizenship Country Canada	Status if Not Canadian (Please attach copy of Permanent Resident/Work or Student Authorization)		Personal Email Address maki.kosoric@gmail.com	

*Not a required field. HR and Payroll related reporting and communications will normally use the Legal First Name (e.g. for tax reporting to CRA)

B MAILING ADDRESS		
No. & Street 1578 Sunnycove Drive	City Mississauga	Province Ontario
Country Canada	Postal Code (### ##) L4X 1B5	Telephone No. (###) ###-### (647) 923-2632

C PERMANENT ADDRESS (If different from mailing)		
No. & Street	City	Province
Country	Postal Code (### ##) L4X 1B5	Telephone No. (###) ###-### (647) 923-2632

D EMERGENCY CONTACT INFORMATION		
Name Slavica Kosoric	Relationship Mother	

Telephone No. (###) ###-####

(416) 569-2632

Alternate Telephone No. (###) ###-####

FIPPA NOTICE

The information on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government.

This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210 McMaster University.

RECEIVED INFORMATION	SEARCHED	INDEXED	FILED
SEARCHED INDEXED FILED Date: 6/10/2023	SEARCHED INDEXED FILED Date: 6/10/2023	SEARCHED INDEXED FILED Date: 6/10/2023	SEARCHED INDEXED FILED Date: 6/10/2023
REQUERED ACTION			
None Direct Contact - First Name Set Up			
Other Client Deposit			
DEPOSIT INFORMATION			
Offeree pays expenses for direct deposit - the option, upon your written instructions, to have your pay directly bank or credit union account and direct deposit payments. Please attach a void cheque or direct deposit form to this offer letter or attach a copy of the form, otherwise, please indicate you do not want.			
APPROVAL & SIGNATURE			
Please initial here to accept this offer of appointment to the term of the appointment and to acknowledge that you have read and understood the terms and conditions of this offer letter.			
FIPPA ACT			
The information on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government.			

HR/EE/REV1.9/2022/06/10

Marko Kosoric
Offer of Appointment
JO [67251, 109657] [, , , , ,]
Page 6 of 72

EMPLOYEE DIRECT DEPOSIT FORM

INSTRUCTIONS FOR COMPLETION

- Be sure to complete all sections of the form below and sign the form in Section D
- For New Hires, return the completed form to your HR Representative
- For changes to Direct Deposit information, email to HR Operations at hr.mcmaster@mcmaster.ca
- Updates will be made in the pay period following receipt of the completed form or by the effective date, whichever date falls later.

A EMPLOYEE INFORMATION	
Employee ID (if known)	Student ID (if applicable) <i>400 591 276</i>
First Name <i>Marko</i>	Last Name <i>Kosoric</i>
B REQUESTED ACTION	
<input checked="" type="checkbox"/> New Direct Deposit – First time set-up	Effective Date (MM/DD/YYYY) <i>09/01/2025</i>
<input type="checkbox"/> Change Direct Deposit	Effective Date (MM/DD/YYYY)
C DEPOSIT INFORMATION	
McMaster pays employees by direct deposit - this ensures employees receive their pay on the pay date. It also avoids lost or stolen cheques and forged endorsements. Please attach a Void Cheque or Direct Deposit Form from your financial institution when you submit this form. Handwritten account information will not be accepted.	
D AUTHORIZATION & SIGNATURE	
I hereby authorize McMaster University to deposit my payroll payment in the bank or financial institution designated.	
Signature <i>MK</i>	Date Signed (MM/DD/YYYY) <i>04/29/2025</i>
Phone Number <i>(647) 923-2632</i>	Faculty / Department <i>Faculty of Science</i>

FIPPA NOTICE

The information on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, employment-related, financial and/or statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government.

This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210 McMaster University.