

March 4<sup>th</sup>, 2019

**STRICTLY PRIVATE AND CONFIDENTIAL**

Lewis Rafuse  
Rr2 1172 Ramsay Conc 4  
Almonte ON K0A1A0

Dear Lewis:

**Re: Offer of Employment**

I am pleased to offer you an extension of your employment in the position of Summer Research Assistant, in the department of Materials Science & Engineering at McMaster University (the "Appointment"). The terms and conditions of the Appointment are set out below.

***Term of Appointment***

The Appointment will commence on **May 1<sup>st</sup>, 2019** and will expire on **August 30<sup>th</sup>, 2019**. The University may terminate the Appointment prior to the **August 30<sup>th</sup>, 2019** upon providing you with notice or pay in lieu of notice as minimally required in accordance with *Employment Standards Act, 2000* (the "ESA").

***Duties and Responsibilities***

Reporting to John Thomson, you will be responsible for the duties outlined 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***

You will work 35 hours each week, within the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, inclusive. A 60-minute unpaid meal period is provided each day.

***Remuneration***

You will be paid \$16.00 per hour, less applicable statutory deductions. Your net earnings will be deposited bi-weekly, one week in arrears, directly into a Canadian Bank account of your choice.

***Leave***

You are entitled to leave on those public holidays set out and in accordance with the ESA.

***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 <http://www.workingatmcmaster.ca/policy/index.php> 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.