

**Work Authorization**

If you are not currently eligible to work in Canada, you are responsible for obtaining the necessary documentation for admission to Canada and the right to work at McMaster University. You should contact the nearest Canadian Consulate as soon as possible in order to arrange for the appropriate Visa/Work Permit for your entry into Canada. You will have to show them this letter and, if you require any additional documentation from the University, please contact me directly.

**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 and faculty. 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.

**Acceptance**

Should you decide to accept this offer, please sign and date a copy of this letter in the space provided below, scan and email it to Chelsea Gregory at [gregoc2@mcmaster.ca](mailto:gregoc2@mcmaster.ca) at your earliest opportunity, but no later than one calendar week from the date of this letter (or return to the department office in JHE 357). Congratulations on the Appointment! If you have any questions, please feel free to contact me directly at (905) 525-9140 ext. 24295.

Yours sincerely,

**Samantha Kandilas**

Department Administrator  
Materials Engineering

c.c. HR Advisor  
Human Resources File

**Employee Acceptance**

I have read, understand, and agree with the foregoing and accept this casual/temporary employment on the terms and conditions as set out in this letter. I have been provided with the web link to the Policies, Directives, and Procedures listed in Appendix A (attached) and I have reviewed the Policies, Directives, and Procedures listed at [www.mcmaster.ca/policy/](http://www.mcmaster.ca/policy/); I understand their terms; and I have been given a sufficient opportunity to review them and ask any questions that I may have. I also understand that I can access other applicable Policies, Directives and Procedures through the web site [www.mcmaster.ca/policy/](http://www.mcmaster.ca/policy/) and that paper copies will be provided to me upon my request. I accept that the University reserves the right to revoke, amend, or introduce new Policies, Directives and Procedures as may be necessary from time to time and I agree to observe the Policies, Directives and Procedures of the University as published by the University. I understand that failure to observe the Policies, Directives, and Procedures may result in my discipline and /or termination of my employment.



March 5th, 2019

**Employee Signature**

**Date**