

February 24, 2023

Naihe Xiao
85 Charles St. West
Toronto, Ontario
M5S 1K9

Dear Naihe:

Welcome to the University Health Network!

UHN's purpose is to transform lives and communities through excellence in care, discovery, and learning. Above all else, our primary value is that the needs of our patients come first. At UHN, we believe that a great organization is made up of amazing people that live our organizational values of safety, compassion, teamwork, integrity and stewardship.

The Position

On behalf of Dr. Geoffrey Liu, Principal Investigator; I am pleased to confirm our offer of a temporary full-time position as a Research Student in the Research Department at the Princess Margaret Cancer Centre commencing May 8, 2023 and ending December 22, 2023. The hours of work shall be in accordance with the schedule that is applicable to the department/unit/program.

Compensation

Your rate of pay will be \$21.00 per hour, which you will receive in bi-weekly payments. All payments are subject to deductions and withholdings required by law.

Vacation

As a temporary employee you are entitled to receive 4% gross pay in lieu of vacation per UHN Policy.

Probationary Period/Termination of Employment

While it may be difficult to consider issues relating to termination at the start of your employment at UHN, we believe that it is important to outline our termination policy and agree upon your entitlements.

All new employees are required to serve a probationary period of one hundred and twenty (120) working days in accordance with Hospital policy. During this time, you will have a chance to determine your satisfaction with your job, and your supervisor will determine if you are meeting the job requirements. During this period the Hospital retains the discretion to terminate your employment for any reason, upon providing you with two (2) weeks' notice or pay in lieu of notice. Upon successful completion of your probationary period, you will receive annual performance appraisals in accordance with Hospital policy and procedures.

The Hospital may terminate your employment at any time for cause without notice, pay in lieu of notice or severance of any kind, subject only to any entitlements you may have under the applicable provincial employment standards legislation.

Should your employment with the Hospital be terminated at any time without cause, the Hospital will provide you with notice of termination or pay in lieu of notice (or a combination thereof), severance pay (if applicable) and benefits in accordance with the minimum requirements set out in the applicable provincial employment standards legislation which is provided by paying you 3 additional weeks' base salary per completed year of service with the Hospital, less any applicable deductions. The provision of such notice or pay in lieu of notice (or combination thereof), severance pay (if applicable) and benefits as set out above, will constitute full and final satisfaction of any claim or entitlement that you may have from or against the Hospital arising from or related to the termination of your employment, whether pursuant to statute, contract, common law or otherwise. Further, you will be eligible to continue your participation in current benefits during the minimum notice period set out in the *Employment Standards Act, 2000*, and in the semi-private, extended health and dental benefits for the balance of the Notice Period, subject to the terms of the applicable plan. You will also receive vacation pay for the minimum notice period set out in the *Employment Standards Act, 2000*.

For clarity, in no event will you receive less than your minimum entitlements under the applicable provincial employment standards legislation or other applicable legislation if your employment is terminated. We encourage you to inform yourself of your entitlements under the applicable provincial employment standards legislation in the event of termination before accepting this Offer.

Offer of Employment

This offer of employment is contingent upon the following:

- This is contingent on your eligibility to work in Canada by maintaining a valid Work Permit and providing a copy to People & Culture.
- Furthermore, we will consider you to have resigned from your position and not eligible for the above notice or payment in lieu of notice if you do not maintain your Work Permit or you are not authorized to work in Canada
- **Receipt of an acceptable Criminal Record Check.** It is important to understand that your employment cannot commence until an acceptable Criminal Record check has been received by UHN, so we strongly recommend you do this immediately. Our suggested method of obtaining a Criminal Record Check, as it is generally the fastest, is through an online system called BackCheck. The link to the on-line Criminal Reference Check process is here: <https://pages.sterlingbackcheck.ca/landing-pages/u/university-health-network-staff>. If you require assistance with your check please contact: support@mybackcheck.com or 1-877-455-6730. If you have a Criminal Reference Check within the past 12 months, we *may* accept it. This past Criminal Record Check must be directly from a police station, or shared to our account on BackCheck ("University Health Network – Staff").

- **Providing the Hospital with documentation regarding your immunization status.**
- If you are employed in a registered or certified profession, your employment is contingent upon initial and then annual proof of registration with the appropriate certifying body.

This offer is valid for five (5) calendar days from the date of this letter. Please return your signed offer letter within that time.

New Hire Enrollment and Welcome

As a new UHN employee, in addition to any department or role specific orientation that your manager will arrange, you are scheduled to attend our mandatory New Employee Welcome/Corporate Orientation Session on **Monday, May 8, 2023**. This session is currently being offered on a webinar basis. Details will be provided separately.

Important Tasks to Complete Prior to Commencing Employment at UHN:

1. Payroll Documentation:

An email will be sent to you shortly with a link to a UHN New Hire Form and instructions on how to supply required information as a new member of the UHN team. Your pay cannot be processed until all required information is fully complete. **Please complete the form at least five (5) business days prior to your start date in order to ensure no delay in your pay.** If you do not receive the link within one hour of receipt of your Offer Letter, please contact, [Stephanie Sun](#) in the People and Culture Administration Centre.

In addition to your employment documentation, please include any memberships, registrations, or educational achievements (certificates, diplomas, etc.) required for your position, so that they may be included in your Employment File.

2. Activate your UHN Network Account

Once you have sent the payroll documentation and it is processed by UHN, you will receive an email to your personal email address that you provided to UHN with a link and instructions on how to activate your UHN network account. You will be asked to change your password when you first access your network account. Note, you must activate the link in the email within 7 days. If you do not receive the email, please check your junk/spam folder. If you still need support, please reach out to your Hiring Manager.

3. Legislated Mandatory Online Learning Courses:

In advance of your start date and in preparation for your orientation, there are a number of legislated mandatory online learning courses listed on our website that you must complete. Use your UHN network account username and password (see #2 above) to access the UHN MyLearning site to complete mandatory online courses before your start date.

4. Caring Safely at UHN (Mandatory Course):

You are also required to complete a mandatory course – Caring Safely at UHN. This course must be completed within 30 days of your start date. The course can be found here:

<https://mylearning-uhn.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=core%2Factivitydetails%2FViewActivityDetails%3FActivityId%3D27300%26UserMode%3D0>

5. Health Services Mandatory Requirements:

All UHN employees must follow safe work practices and comply with the roles and responsibilities that are outlined with respect to health and safety policies, procedures, and training at UHN. In accordance with Hospital policy and legislated health and safety requirements, your employment requires the completion and verification of our Health Services Mandatory Requirements in alignment with the Ontario Hospital Association.

For the health and safety of patients and staff, and in compliance with the Communicable Disease Surveillance Protocols for Ontario Hospitals and the policies of the Hospital, you must complete the Immunization Status Record for New Employees and provide proof using this link: <https://kics.uhn.ca/kics/formlist.php> no later than five (5) business days prior to May 8, 2023 (your start date). Failure to complete the Immunization Status Record for New Employees and provide proof of your mandatory immunization will result in a delay in your employment start date.

Once you have successfully submitted your Immunization Status Record for New Employees, you will and your hiring manager will receive an automated email confirming your clearance to commence employment.

If you find the terms of this offer acceptable, please sign three (3) copies in the space provided. One copy must be returned prior to your start date to the People and Culture Administration Centre along with the completed documents indicated above. Return the second signed copy of this offer letter to your hiring manager and retain a third copy for your own records. Please note, that emailing scanned PDF's of your signed offer letter is accepted, and preferred.

We look forward to working with you and hope that your employment at UHN will be rewarding to you, TeamUHN, and our patients.

Congratulations,



Daniel Mandel
Talent Acquisition Consultant
Daniel.Mandel@uhn.ca

Confirmation of Acceptance of Offer of Employment:

I, Naihe Xiao, have read this letter carefully and accept this offer of employment in accordance with the terms and conditions described in this letter as outlined above. I confirm that this agreement constitutes the entire agreement between University Health Network and myself and that any previous agreements, written or oral, express or implied, relating to my employment are hereby void. By signing this offer, I acknowledge that I have received, reviewed, understand, and agree to comply with the Code of Workplace Ethics, the Conflict of Interest Policy, the Privacy Policy and the Confidentiality Agreement.

Naihe Xiao

Signature

2023 / 2 / 25

Date