**OFFER LETTER**

**Confirmation of Employment:**

*Casual Employment – Disability Service Worker I (DSWI)*

September 25, 2024

# Dear Mark Matkin ,

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We are pleased to confirm our offer for the position of **Disability Service Worker I (DSWI)** with Quest Support Services Inc, effective October 1, 2024. This offer is based on information presented in your application and during the interview process. Changes or discrepancies in the information you have provided may affect the terms of this offer.

In addition to signing this letter, the Agency requires the following prior to your employment beginning:

* Completed Agency Orientation Training Course
* Completed employment package paperwork
* Submitted Clear Criminal Record Check including the vulnerable sector
* First Aid Training or proof of registration
* Vehicle Insurance ($2,000,000 third party liability)
* Driver’s License (Class 5)
* Proof of eligibility to work in Canada (if required)

The position is an entry level role supporting individuals with disabilities in our community. The following terms apply:

1. The starting wage has been agreed at:
   * **$19.50** per hour for all *Regular* hours
   * **$19.50** per hour for all Internal Training Courses
   * **$21.50** per hour for all Complex Needs hours
   * **$21.50** per hour for all Awake Overnight hours
   * **Minimum Wage** for all Orientation hours (in-office orientations, staff shadows and Agency Orientation)
   * **Minimum Wage** for all Sleep hours

1. The employee will be paid on a semi-monthly basis on the 15th and the last day of each month.
2. This offer is subject to the satisfactory completion of a three (3) month probationary period.
3. The employee will be contacted for work on an as needed basis. When contacted, it is agreed that the employee may elect to work or not work.
4. Where the employee has accepted a work assignment, the employee shall be responsible for attending and completing the work assignment.
5. The employee is required to work at least ten (10) hours per month. This requirement excludes *internal training courses* and *orientation* hours.
6. Nothing in the contract obliges Quest Support Services Inc. to offer any work as the employee shall be responsible for requesting and accepting hours of work.
7. If the employee does not accept work equaling or exceeding ten (10) hours during any period exceeding one (1) month, this contract shall terminate.

At any time during employment, if the employee wishes to move from *Casual Employment* status to *Parttime* *Permanent* or *Full-time Permanent* status, they may apply internally with the Employee Resource Centre (ERC).

We look forward to having you join the Quest Support Services Team and wish you every success in your new position.

**AGREED TO AND ACCEPTED BY:**

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Employee Name Signature Date

Melissa Clarke \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Resource Centre Signature Date

Representative