



RESEARCH PEOPLE TEAM

Hello,

Congratulations on your appointment with Simon Fraser University! Attached, please find your SFU RA Appointment Letter, TSSU Welcome Letter and Assignment of Wages Form, as well as the SFU General Privacy and Confidentiality Agreement form. Please review and sign where applicable.

Rest assured that the DocuSign tool will easily walk you through signing your employment contracts and other documents and will automatically return it to the HR Research People Team. **Please note that your signature on the offer and TSSU Assignment of Wages Form is required in order to initiate processing of your payroll.**

If you have not had previous employment or have not been a student at SFU, you will receive your SFU ID number within a few business days after signing the SFU Offer of Employment. You will then receive an email from IT Services to set up your SFU Computing ID.

As well, please note the Orientation Canvas Course below which details some mandatory new hire training for all SFU employees. (You will need to set up your computing ID in order to gain access to Canvas):

- [SFU New Employee Onboarding](#)
- [SFU Safety Orientation](#)
- [Respectful Working and Learning Environments](#)
- [Privacy Training](#)

In addition, you may be required to complete additional training by your supervisor.

NOTICE: In January 2026, faculty and staff will experience a one-time adjustment to the pay schedule. Instead of the usual bi-weekly pay days on January 9 and 23, an adjusted pay schedule across January 9, 16 and 30 will be applied. See the revised pay schedule and learn more about the project at <https://www.sfu.ca/finance/services/payroll/PaySync.html>

Please review and sign the Offer of Employment below within two days of receiving this email.

If you have any questions, please do not hesitate to reach out if needed.

Research People Team

Email: rp_info@sfu.ca

Simon Fraser University

<https://www.sfu.ca/human-resources/research-employees.html>



I respectfully acknowledge the unceded, traditional territories of the Coast Salish peoples including the Tsleil-Waututh (səliw'ətaʔ), Kwikwetlem (k'wɪk'wəɫ'əm), Squamish (Sḵw̓x̓ wú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy'əm) Nations.

CONFIDENTIALITY NOTICE: This e-mail and any attachments are confidential and protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail and any attachments is prohibited. If you have received this e-mail in error, please contact us immediately by return e-mail and delete this copy from your system. Thank you.



Teaching Support Staff Union

Welcome to Teaching Support Staff Union (TSSU)!

TSSU is the non-hierarchical, directly democratic and feminist labour union that represents the non-faculty teaching support staff and research workers at Simon Fraser University (SFU). We are: Teaching Assistants, Sessional Instructors, Graduate Facilitators in the Library, Research Assistants, Research Support and Research-related workers. When you work in one of these jobs, you become a member of TSSU and retain your membership for two semesters afterwards.

TSSU members past and present have fought to make our working conditions better. This includes:

- Bargaining with SFU Administration for a Collective Agreement to improve our wages, benefits and working lives, and ensure that our rights remain protected.
- Working together to advocate for issues inside the University, such as budget accountability or tuition freeze, and for the greater community, such as for universal public childcare.

All the rights and benefits that we currently have are a direct result of TSSU members working together over decades. This includes:

- our childcare fund
- extended health & dental benefits
- MSP (ISHF) coverage
- Guard.me reimbursement
- tuition deferment (still pending for RAs)
- a centralized job posting website
- sessional seniority
- grad student TA priority
- academic freedom

To learn more about your benefits and how to apply, please visit the “Benefit & Wages” section on our website at: www.tssu.ca.

Since 2019, TSSU has been struggling to include RAs into the collective agreement which we've finally achieved in March. Now in 2025, all of TSSU will be bargaining for renewal of the whole collective agreement. This is our chance to build on what we have won in the past and push for the improvements like:

- higher wages, improved benefits, paid maternity / parental leave for all
- more instruction support: pay tied to class size, training on AI & time for student accommodation
- making sessional applications simpler: a central postings site, regular posting schedule and limits on application requirements
- common good: higher guaranteed minimum finding, more housing & childcare on campus

We can win these improvements through building collective power. This means getting involved in the Union through General Membership Meetings, committee work, and coming forward if you have a concern about your workplace. If you need support with a workplace issue, we can help. Contact us at tssu@tssu.ca with any questions, or to get involved in TSSU.

In solidarity,
Teaching Support Staff Union (TSSU)

Office: AQ 5129 (Burnaby) | HC 7300 (Vancouver) | SUR 351 (Surrey)

Telephone: 778-782-4735 or 778-782-4695 (both Burnaby)

Email: tssu@tssu.ca | Website: www.tssu.ca

Facebook: facebook.com/TSSU.ca | Twitter: [@tssu](https://twitter.com/tssu) | Instagram: [@TSSU1978](https://www.instagram.com/TSSU1978)

APPENDIX A

ASSIGNMENT OF WAGES FORM

Please Print:

Name: Jocelyn Heywood Dept: Biological sciences Employment Category TSSU RA
Local Address _____
Phone Number 778-686-4517
Email Address jrh12@sfu.ca

SECTION ONE: COMPLETION OF THIS SECTION IS A CONDITION OF EMPLOYMENT

To Simon Fraser University:

Until this authority is revoked by me in writing, I hereby authorize you to deduct from my wages and to pay to the Teaching Support Staff Union dues in the amounts following:

Monthly dues of two and a half percent (2.5%) of the total received in that month as a result of employment in the Teaching Support Staff bargaining unit.

I understand that these deductions will be made biweekly.

I understand that this assignment remains in force for all subsequent appointments in the Teaching Support Staff bargaining unit.

I recognize that any objection that I now have, or may have in the future to the deduction of such dues, is a matter only between the Union and myself, and no liability can attach to Simon Fraser University in consequence of any such dispute or objection.

I acknowledge that I am required to pay dues to the Union and to execute the assignment of wages authorizing the deductions of dues.

2025-05-09

Date

Jocelyn Heywood

Signature

SECTION TWO: COMPLETION OF THIS SECTION IS VOLUNTARY

Until this authority is revoked by me in writing, I further authorize you to deduct from my wages such uniform levies as the Union may from time to time declare in accordance with its Constitution and Bylaws and of which I am notified in writing by the Union.

Jocelyn Heywood

Signature

cc: Treasurer, TSSU

Please return both copies of this form to the Dean's Office.



General Privacy and Confidentiality Agreement

In the course of my employment or volunteer activities with Simon Fraser University, I may obtain access to personal information about other people including students, faculty members, staff, alumni and members of the public. I understand it is illegal to disclose this personal information:

1. to anyone outside the University unless the law explicitly permits it; and
2. to anyone inside the University who does not need to know it to perform their work.

I understand I have a legal duty to protect the privacy of individuals whose personal information I obtain access to. I promise to keep personal information confidential and to handle it in accordance with: 1) the *Freedom of Information and Protection of Privacy Act* and its Regulations, 2) University Policies I 10-10 Confidentiality Policy, I 10-11 Protection of Privacy, and 10-04 Access to Information and 3) applicable department policy.

I understand that I may be subject to the imposition of a disciplinary sanction and/or to a legal penalty if I, without authority, collect, access, use, disclose, store, retain or dispose of personal information in ways not permitted by law or University policy.

I understand that my legal obligation survives termination of my employment or volunteer activities at Simon Fraser University. By my signature I acknowledge that I have read and will abide by this agreement.

Jocelyn Heywood

Signature

2025-05-09

Date

Protection of privacy rights and responsibilities at SFU is administered according to the provisions of BC's *Freedom of Information and Protection of Privacy Act* (FIPPA) and the University's Information Policies, published in its Policy Gazette. The information on this form is collected for the purpose of documenting your agreement to maintain privacy and confidentiality as described above. This agreement is required for all new employees during the onboarding process. For more information speak with your immediate supervisor, contact the Information and Privacy Officer and look at SFU's FIPPA website at <https://www.sfu.ca/archives/fippa.html>.

FRM-23 / Last revised November 30, 2021 (v5.0)



May 8, 2025

PERSONAL & CONFIDENTIAL

Jocelyn Heywood
Department of Biological Sciences
Simon Fraser University
8888 University Drive, Burnaby, BC
Canada, V5A 1S6
Via email: jocelynheywood10@gmail.com

Dear Jocelyn,

Appointment Letter

I am pleased to offer you employment as a Research Assistant (“Position”) in the Department of Biological Sciences at Simon Fraser University (“SFU”) on the terms and conditions set out herein. The term of the contract is for a fixed term from May 5, 2025 to August 22, 2025. (“Term”).

Offer Conditional Upon Being Legally Eligible to Work in Canada

This offer, and your employment with SFU in the Position, is conditional upon you being legally eligible to work in Canada and, if requested by SFU, providing us with reasonably sufficient proof of same. Accordingly, if you are not a Canadian citizen or a permanent resident of Canada, you will need to apply to Immigration, Refugee and Citizenship Canada (“IRCC”) for authorization to enter and work in Canada. Please follow the instructions for applying for a work permit <https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html>. If you have a valid study permit, you may be allowed to work if you meet the conditions of your study permit. You can find information about working while studying here <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html>. It is your responsibility to ensure that you are legally entitled, pursuant to Immigration, Refugees, & Citizenship Canada’s requirements, to work at SFU. You are responsible for complying with the Immigration and Refugees Protection Act (“IRPA”) and with the conditions imposed on your work permit by Immigration, Refugee and Citizenship Canada (“IRCC”).

Union Workplace, Collective Agreement and Union Dues

Please note that the Position is a unionized position.

What this means is that, while this letter sets out some terms and conditions of employment that are specific to you, your employment will be governed by the Collective Agreement between SFU and the Teaching Support Staff Union (the “TSSU”). A current version of the TSSU Collective Agreement can be found here: <https://www.sfu.ca/human-resources/tssu.html>

It also means that you will be required to pay union dues in accordance with the Collective Agreement, and to this end we ask that you complete and return to the undersigned the Assignment of Wages Form attached to this letter as Appendix “A”.

In the event of a conflict between the terms of this letter and the Collective Agreement, the terms of the Collective Agreement shall govern.

Terms and Conditions of Employment

1. **Reporting Relationship:** In the Position, you will report to Dr. Isabelle Côté or Dr. Isabelle Côté’s designate (the “Supervisor”).
2. **Duties & Responsibilities:** In the Position, you will perform the duties and responsibilities set out in Schedule “A” to this letter, as well as such other duties and responsibilities as may reasonably be required from time to time.
3. **Wages:** You will be paid \$21.00 per hour, less applicable statutory and other withholdings or deductions. Your wages will be paid bi-weekly in roughly equal instalments and in accordance with SFU’s regular payroll practices.
4. **Hours of Work:** Your employment will be full-time working 70 hours bi-weekly. Hours in excess of these hours must not be worked without express pre-approval in writing from your supervisor.
5. **Overtime:** No overtime hours may be worked without express pre-approval in writing from your supervisor.
6. **Statutory Holidays:** You will be eligible for time off and pay calculated in conformity with the provisions of the *Employment Standards Act* (“ESA”) for statutory holidays.
7. **Vacation:** You will be entitled to 2 weeks of paid vacation during each full calendar year of service. Your vacation entitlement will be pro-rated during a partial calendar year of service
8. **Policies:** You are expected to be familiar with and adhere to all applicable SFU policies and any laws which govern SFU and are applicable to your work. SFU’s policies can be found at the following link: <http://www.sfu.ca/policies/gazette.html>. SFU may repeal or amend existing policies and may introduce new policies, in accordance with SFU’s then-applicable policy regarding policy development (which, as at the date of this letter, may be viewed at: <http://www.sfu.ca/policies/gazette/board/B10-00.html>). The following policies require your particular attention and strict adherence:

GP 18 Human Rights Policy

GP 37 Conflict of Interest

GP 44 Sexualized Violence

GP 47 Bullying and Harassment Policy

I 10.04 Access to Information

I 10.11 Protection of Privacy

R 20.01 Ethics Review of Research Involving Human Participants

R 30.03 Intellectual Property Policy

R 60.01 Responsible Conduct of Research

- 9. Ending of Employment at the End of the Term:** Your employment in the Position will automatically terminate at the end of the Term, on August 22, 2025 without requiring any further notice or payment.
- 10. All Other Terms:** All other terms and conditions of your employment, including with respect to discipline, termination for just cause, resignation, benefits eligibility and leaves of absence are detailed in the Collective Agreement.

Acceptance

If this offer, including the terms and conditions set out above is acceptable to you, please confirm your acceptance by counter-signing the enclosed copy of this letter and returning it to me on or before **May 10, 2025**.

I hope that your association with Simon Fraser University will be both personally and professionally rewarding to you. If you require any clarification of the above, please contact me at rp_info@sfu.ca.

Yours truly,

Tia Gramuglia

Tia Gramuglia
HR Strategic Business Partner, Research People Team

I accept Simon Fraser University's offer of employment on the terms and conditions set out above.

Jocelyn Heywood	2025-05-09	<i>Jocelyn Heywood</i>
Name (please print)	Date	Signature

Enclosures:

Appendix A: Assignment of Wages Form
Duties and Responsibilities

cc: Dr. Isabelle Côté
Mike Cheng



RESEARCH PEOPLE TEAM

SCHEDULE A – DUTIES AND RESPONSIBILITIES

1. The Research Assistant will perform the following duties and responsibilities:
 - Surveys of abundance of invasive mudsnails
 - Such other duties and responsibilities as may reasonably be required from time to time.