



**By Email**

June 16, 2022

Waichun (Daniel) Kwan  
[kwon0042@algonquinlive.com](mailto:kwon0042@algonquinlive.com)

Dear Daniel:

**Re: Offer of Internship Agreement**

On behalf of the Canadian Association of Medical Radiation Technologists (CAMRT), it gives us great pleasure to offer you the position of **Website Content Design Coordinator**.

We have indicated below the key terms and conditions of internship, including salary and benefits. Please also find enclosed the CAMRT's Employee Handbook with supplementary employment policies, terms and conditions. Should there be any discrepancies between the terms outlined in the Employee Handbook and this agreement, the terms of this agreement will apply.

As per CAMRT policy, I have outlined below the terms and conditions of internship, including salary and benefits:

- **Position and Duties:** As **Website Content Design Coordinator**, you will be working 37.5 hours per week and will be reporting to the Director of Advocacy & Communications. Your significant duties and responsibilities are set out in the General Job Description. Both your reporting relationship and your Job Description may be subject to amendment from time to time, in accordance with the operational requirements of CAMRT.
- **Effective Date of Contract:** This Contract shall commence with effect on Tuesday September 6<sup>th</sup>, 2022 and shall continue until Friday December 16<sup>th</sup>, 2022 unless terminated as hereinafter provided, or extended by mutual agreement.
- **Location:** The position is at the head office of CAMRT, which is currently located at 1300-180 Elgin Street, Ottawa and such other locations as you may be notified of, from time to time. *At the current time, staff benefit from a hybrid working environment where, in coordination with their supervisor, and in accommodation of their work requirements, staff may work remotely up to three (3) days per week.*

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*Please initial*

- **Hourly Wage:** The hourly wage for this position is \$20.00 + 4% vacation pay, less the usual and necessary statutory and other deductions. Any adjustments to your hourly wage will be in writing, signed by both parties and will be appended to and form part of this Contract.
- **Overtime:** All overtime must be authorized in advance of being worked, by your Supervisor, and shall be paid at the overtime rate prescribed by the *Employment Standards Act* of Ontario.
- **Termination for Cause:** This Contract may be terminated at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, careless, negligent or documented poor work performance.
- **Termination Without Cause:** This Contract may be terminated at any time and for any reason on a without cause basis, upon the provision of notice, payment instead of notice and severance pay, as required by the *Employment Standards Act* of Ontario, as amended from time to time. In addition to notice and severance pursuant to the *Employment Standards Act*, you shall be entitled to an additional one (1) week's payment instead of notice per year of completed service to a maximum of eight (8) weeks. This additional payment instead of notice is conditional upon you executing a Full and Final Release Agreement as provided by CAMRT.
- **Resignation:** This Contract may be terminated at any time and for any reason, upon two (2) weeks' notice in writing to CAMRT. CAMRT may waive the resignation notice period in whole or in part at any time by providing payment of regular wages and benefits for the period so waived.
- **Group Benefits:** As a part-time employee, you are not eligible to participate in the Group Benefits Plan.
- **RRSP:** As a part-time employee, you are not eligible to participate in the RRSP matching program.
- **Confidentiality:** As an employee of CAMRT, you acknowledge and agree that you will hold in strict confidence all business and proprietary and other information, including, without limitation, any information regarding volunteers, members and employees that you become aware of during the course of your employment. You agree that you will not disclose such confidential information, except as required by law or as required in the course of performing your duties for CAMRT or without the express written permission of CAMRT.
- You will be provided with a copy of the CAMRT employee handbook. The handbook may be amended, from time to time, at the discretion of CAMRT. You will be provided with written notice of any amendments and are expected to adhere to them. Where the terms of the handbook policies conflict with the terms of this Contract, the Contract terms shall prevail.

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*Please initial*



We trust that the terms and conditions of employment as set out above are acceptable to you. If they meet with your approval, please indicate your acceptance by signing below and initialing each page of this offer. ***Please return it to Christopher Topham, Director of Advocacy & Communications, no later than June 22<sup>nd</sup>, 2022.***

We look forward to working with you, Daniel. Welcome to the CAMRT staff team!

Sincerely,

A handwritten signature in black ink, appearing to read "Irving Gold".

**Irving Gold**  
CEO

A handwritten signature in black ink, appearing to read "Karen Morrison".

**Karen Morrison**  
Director, Membership & Events/ Human Resources

cc: Human Resources/Payroll  
Enclosures

**Acknowledgment and Acceptance**

**I have read, understood and accept the terms and conditions of employment as outlined above. I agree that they are fair and reasonable. I acknowledge that I have independent legal advice or the opportunity to obtain independent legal advice prior to executing this Contract.**

A handwritten signature in black ink, appearing to read "Daniel Kwan".

**Daniel Kwan**

June 20th, 2022

**Date**

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***Please initial***