

**Offer letter for Research Assistants/Research Associates hired by a Principal Investigator –  
working 24 hours or more per week - not to be placed on York letterhead**

Dec. 6th 2019  
Kuanghua Qiao  
80 Strathaven Drive Unit 18  
Mississauga, Ontario L5R 3V9  
Dear Kuanghua Qiao

**Re: NMR Research assistant**

This will confirm your contractual appointment to the position of Research assistant for the NMR project for the period from **November 29th, 2019 to January 6, 2020** inclusive. Please confirm your acceptance of this offer on review of the terms and conditions listed below:

**1. Term of Contractual Appointment**

The term of your appointment is from **November 29th, 2019 to January 6, 2020** inclusive. Your appointment is subject to a three-month probationary period concluding on Research assistant for the NMR project. During the probationary period, your employment may be terminated upon providing you with one week's written notice.

**2. Position and Responsibilities**

Attached is a copy of the job description which details the major responsibilities and deliverables associated with the specific position of Research assistant for the NMR project.

**3. Reporting Relationship**

You will ultimately report to Prof. Ghafar-Zadeh for the Research assistant for the NMR project, and on a day-to-day basis.

**4. Salary**

The salary for this position is 1600\$ (\$19200 per annum) per annum inclusive of 4% statutory vacation pay less statutory deductions (i.e. CPP, income tax, etc.). Your salary will be prorated based on the number of weeks worked. Your salary is based on 25 hours of work per week.

Your salary will be processed monthly and deposited electronically via direct deposit into the bank account that you have designated. Please complete and return the Application for Direct Deposit form attached.

If you are requested to work overtime hours in excess of the current Employment Standards Act, 2000 ("ESA") overtime threshold of forty-four (44) hours per week, you will be compensated at the rate of one and one-half times your regular hourly rate for any such hours worked.

**Please note that all overtime must be approved in advance, in writing, by your supervisor.**

**5. Employee Benefits**

REMOVE THE SECTION THAT DOES NOT APPLY

You will be provided coverage under the extended health, vision care and dental benefits package currently available to Research Assistant employees commencing on the first day of your term of appointment.

Benefits are not provided to you for the term of your appointment.

**6. Public Holiday Pay, Sick leave, Discretionary Days and Grant Days**

*Public Holiday Pay*

You will be eligible for Public Holiday pay in accordance with the Employment Standards Act, 2000.

*Grant Days*

You will be paid for any day that is offered as a grant day by York University to its employees.

Personal attendance records indicating vacation, sick and discretionary days used must be kept and provided to the Dept. Of EECS at the end of each calendar year.

**7. Parking**

You will need to pay for your own parking if you choose to drive to campus. The application procedure, form and maps are provided in the parking brochure available at the parking office and on the York University website.

**8. Policies and Procedures**

While you are employed as a Research Assistant you are required to abide by the University policies and procedures available on the York University website.

**9. Performance Reviews**

You will participate in performance reviews as directed by the person to whom you report on an annual basis. Your next performance review will take place on or about Jan, 5<sup>th</sup>, 2020

**10. Termination of Appointment**

You agree that your appointment under this letter of offer may be terminated prior to its expiry, as follows:

- (a) by the Prof. Ghafar-Zadeh without notice or pay in lieu thereof, for cause;
- (b) by the Prof. Ghafar-Zadeh at his sole discretion upon providing you with notice or pay in lieu thereof in accordance with the *Employment Standards Act, 2000*; or
- (c) by the employee upon providing a minimum of two calendar weeks' advance written notice to the person to whom you report.

**11. Renewal or Extension of Appointment**

Your appointment to the position of Research assistant concludes on Jan. 6, 2020 in accordance with section 1, above, or the earlier date as per section 10, above. If your appointment is to be renewed, the Prof. Ghafar-Zadeh will provide you with notice of that renewal at least one calendar month prior to the end date Jan. 6, 2020. In the event that your appointment continues beyond the term, without a renewal or extension agreement being entered into, the term of the appointment will be considered monthly and may be terminated by

the Prof. Ghafar-Zadeh upon providing one calendar month's notice.

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Please confirm your acceptance of this appointment to the position of Research assistant on these terms by completing the Acknowledgement below and returning to me by Dec. 8<sup>th</sup>, 2019.

York University is committed to working towards a barrier-free workplace and to expanding the accessibility of the workplace to persons with disabilities. Should you require accommodations for your new role, please notify me.

I wish you success in your position of Research assistant for the NMR project. Please feel free to contact me with any questions that you might have.

Sincerely,



Prof. Ebrahim Ghafar-Zadeh

#### **ACKNOWLEDGEMENT**

I accept the contractual appointment to the position of employment category, Research assistant for the NMR project as described above.

I attest that I am not eligible to hold a Tri Agency Award. If I become eligible for a Tri Agency award I will inform Payroll accordingly.

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Qiao Owen

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Date