



Taylor Potter
59 Millersgrove Dr.
Toronto, ON
M2R 3S1

Re: Research Assistantship

FACULTY OF
LIBERAL ARTS &
PROFESSIONAL
STUDIES

Department of
Languages,
Literatures and
Linguistics

4700 KEELE ST
TORONTO ON
CANADA M3J 1P3
T 416 736 5016
F 416 736 5483

Dear Taylor Potter,

This is to confirm your contractual appointment to the position of RA, assisting Professor Thomas Kettig for the period from July 23, 2024, to September 23, 2024, 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 commences July 23, 2024 and ends September 23, 2024 unless both parties agree to extend the appointment and its duties.

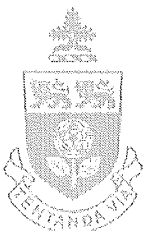
2. Position and Responsibilities

As Research Assistant (RA), you will assist mainly in the following areas:

- Assisting Professor Kettig with the overhaul of the lab manual for LING 4220, including but not limited to:
 - Copy + pasting text from Word Documents to a new format (R Markdown)
 - Making new screenshots of the Praat interface
 - Creating new sound files
 - Making measurements of sound files to help verify clarity and accuracy of instructions
- Attending meetings with Professor Kettig to outline responsibilities and project steps
- Staying in touch with Professor Kettig by email
- Keeping accurate track of your hours worked in a shared spreadsheet
- Performing other duties in the project as they arise

3. Reporting Relationship

The Research Assistant will ultimately report to Professor Kettig for the project.



4. Wage

The wage for this position is \$20 per hour (inclusive of 4% vacation pay), commencing July 23, 2024, ending September 23, 2024. It is anticipated that this project might take between 20 and 40 hours.

Your wage 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.

The first month's wage will be deposited as a single 20-hour, \$400 deposit. Depending on how much work is necessary past the initial 20 hours, further deposits will be made accordingly in future months. For instance, if Professor Kettig (in consultation with you) determines that it is likely that 40 hours in total is a more reasonable target to complete this project, then another 20-hour, \$400 deposit will be processed. If (in consultation with you) the scope of the project expands or other RA tasks become necessary, further deposits may be made accordingly.

5. Employee Benefits

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

6. Public Holiday Pay, Sick leave and Discretionary Days

You will be eligible for Public Holiday pay in accordance with the Employment Standards Act, 2000. Your wage of \$20/hour is already inclusive of this pay.

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. 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 Principal Investigator without notice or pay in lieu thereof, for cause;
- (b) by the Principal Investigator at their 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.

10. Renewal or Extension of Appointment

Your appointment to the position of RA concludes on September 23, 2024, in accordance with section 1, above, or the earlier date as per section 9, above. If your appointment is to be renewed, Professor Kettig will provide you with notice of that renewal at least one calendar month prior to the end date. 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 PI upon providing one calendar month's notice.

Please confirm your acceptance of this appointment to the position of RA on these terms by completing the Acknowledgement below and returning it to Professor Kettig by July 23, 2024.

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 Professor Kettig.

I accept the contractual appointment to the RA position of RA in the research project led by Professor Thomas Kettig.



Signature

23 / 07 / 2024

Date