

CONTRACT OF EMPLOYMENT
(Manager of a department)

O1 BETWEEN:

.....

.....

(hereinafter referred to as the "Employer")

O2 AND:

.....

.....

(hereinafter referred to as the "Manager")

(the Employer and the Manager are hereinafter collectively referred to as the "Parties")

PREAMBLE

WHEREAS the Employer wishes to hire the Manager as

WHEREAS the Manager wishes to accept the employment offer after having been informed of the Employer's policies and conditions of employment;

WHEREAS the Parties wish to evidence their agreement in writing;

WHEREAS the Parties have the capacity and powers to enter into and perform the undertakings set forth in this Agreement;

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1.00 PREAMBLE

The preamble hereto shall form an integral part hereof.

2.00 OBJECT

2.01 Position Title

The Employer hereby hires the Manager as

O3 2.02 Main Duties and Responsibilities

Without being restrictive, and subject to modification (in the latter case, by prior notice from the Employer), the Manager's main duties and responsibilities shall be as follows:

- to execute the duties and to assume the responsibilities normally tied to this position;
- to manage, supervise, coordinate and control the operations of the concerned department;

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Employer Manager

- to execute, by delegation, all or part of the powers of the of the Employer, except those that cannot be delegated by law;
- to sign any document or contract in the name of the Employer, except when the amount in question exceeds dollars (\$.....); in such case, the Manager shall obtain the prior authorization from the of the Employer;
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2.03 Immediate Supervisor

The Manager shall report directly to, in the position of, or to any other person designated by the Employer.

2.04 Work Place

The Manager's work place shall be located at, or at any other place required for the efficient operation of the Employer's business.

2.05 Driver's License and Vehicle

During the entire term of this Agreement, the Manager shall hold a valid driver's license and shall be in a position to use his vehicle for work.

3.00 CONSIDERATION

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3.01 Salary

In consideration for the Manager's performance of his work, the Employer shall pay the Manager an annual salary of dollars (\$.....). This salary shall be revised annually, on the hiring anniversary date, based on an assessment of the Manager's performance and the Employer's financial situation. The said salary (less any legal and contributory deductions) shall be payable on the of every by cheque or by direct deposit to the Manager's bank account, at the Employer's option.

3.02 Overtime

All overtime worked by the Manager shall be subject to prior approval by the Employer. If requested by the Manager, the Employer may, in lieu of paying any overtime, grant a leave equivalent to the period of overtime worked, increased by fifty percent (50%).

3.03 Specific Benefits

The Manager's position shall entitle him to the following benefits: (specify)

- *motor vehicle supplied by the Employer*
- *motor vehicle allowance*
- *expense account*
- *profit-sharing plan*
- *share purchase plan*
- *performance bonus*
- *membership in a fitness, social or golf club*
- *payment or reimbursement of professional membership fees*
- *conference registration (including transportation and lodging)*
- *training or development courses*
- *retirement plan*
- *etc.*

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Employer Manager
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