

CONTRACT OF EMPLOYMENT
(Analyst, Operations)

01 BETWEEN:

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.....

(hereinafter referred to as the "Employer")

02 AND:

.....

.....

(hereinafter referred to as the "Employee")

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

PREAMBLE

WHEREAS the Employer wishes to hire the Employee as Analyst, Operations;

WHEREAS the Employee 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 Employee as Analyst, Operations.

03 2.02 Main Duties and Responsibilities

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

- to install the operating softwares in specific data-processing environments (central systems and client-server), to solve the problems related to the use of newly installed applications and to assist its supervisor in the activities concerning the relations with the users;

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Employer Employee

- to take an active part in the implementation of any new application or modification to the existing applications;
- to take part in the migration of the data-processing programs, from development to production;
- to collaborate in the system optimization;
- to assess the efficient communication software offered on the market, to proceed to their implementation and make the follow-up;
- to detect the causes of systematic errors in the transmission of data and bring suitable corrective measures or make the necessary recommendations
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2.03 Immediate Supervisor

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

2.04 Work Place

The Employee'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 Employee 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 Employee's performance of his work, the Employer shall pay the Employee an annual salary of dollars (\$.....). This salary shall be revised annually, on the hiring anniversary date, based on an assessment of the Employee'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 Employee's bank account, at the Employer's option.

3.02 Overtime

All overtime worked by the Employee shall be subject to prior approval by the Employer. If requested by the Employee, 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 Employee'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*

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Employer Employee