

**CONTRACT OF EMPLOYMENT**  
(Project Leader)

**01 BETWEEN:** .....

.....

.....

(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")

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**PREAMBLE**

WHEREAS the Employer wishes to hire the Employee as Project Leader;

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 Project Leader.

**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 define and/or modify some business processes as well as to develop or maintain data-processing applications in a client-server environment;
- to carry out projects according to the proposed budget and time schedule and, if necessary, to manage the project team;

Employer	Employee

- to support and improve the business processes already implemented and if needed to meet with the users in order to take part in the definition and the development of new processes until their implementation;
- to analyze or revise the feasibility and/or detailed studies for all the requests for which he is responsible, to prepare a time estimate for the implementation and to submit the whole to his supervisor and to the users' representative for approval;
- to provide the daily project management in order to achieve the objectives;
- to work out and carry out the management plans;
- to determine the size of project (deliverable, cost etc.);
- to set up and manage a dynamic team;
- to maintain continuous contacts with the actual clients and to recruit new ones;
- .....

**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**

**04**

**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*

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Employer Employee  
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