

**STANDARD EMPLOYMENT CONTRACT  
GOVERNMENT OF PRINCE EDWARD ISLAND**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**BETWEEN:**

**GOVERNMENT OF PRINCE EDWARD ISLAND**, as represented by the  
\_\_\_\_\_  
(hereinafter referred to as the “Employer”)

**AND:**

\_\_\_\_\_, of \_\_\_\_\_  
in the County of \_\_\_\_\_, Province of Prince Edward Island.  
(hereinafter referred to as the “Employee”)

**THIS CONTRACT WITNESSETH** that in consideration of the covenants and conditions herein contained, the parties hereto covenant and agree that the Employee shall be employed by the Employer upon the following basis:

1. The Employee shall assume all those responsibilities and diligently execute all those duties set out in Schedule “A”.
2. The Employer shall pay the Employee as a/an \_\_\_\_\_  
(Title and Step)  
on the basis of a \_\_\_\_\_ hour work week, at the salary rate before deductions, of \$\_\_\_\_\_, per annum effective the date of employment. The above-stated salary will be adjusted to reflect any negotiated increases applicable to the employee's position, title and step which occur during the term of this employment contract.
3. The Employer may make deductions for the Employee from salary payable to the Employee in such amount or amounts and for such purposes as are more particularly set forth in Schedule “B” hereto.
4. The term of this employment shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and terminate on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ unless terminated on an earlier date in accordance with paragraph 8 hereof.
5. All of the provisions of the *Civil Service Act* Regulations from time to time in force respecting employees employed by the Employer on a contract basis shall be read as provisions of this Contract.

6. Notwithstanding the exclusion of benefits for contract employees as described in Part VI of the *Civil Service Act* Regulations, the Employee is entitled to the benefits listed below and which are subject to the terms and conditions or limitations on entitlement set out in the current Collective Agreement between the Employer and the Union of Public Sector Employees:

- a) Motor Vehicle Allowances
- b) Vacation
- c) Sick Leave
- d) Statutory Holidays
- e) Special Leave
- f) Injury on Duty Leave

7. The parties agree that the Employee \_\_\_\_\_ participate in the pension plan (shall/shall not) known as the Public Sector Pension Plan.

8. (a) Either party may terminate this Contract without cause by delivering a notice in writing to the other party by personal service or by registered mail \_\_\_ month(s) in advance of the date on which termination of this Contract is to be effective.

(b) Notwithstanding any other provision of this Contract, the Employer may pay to the Employee an amount equal to \_\_\_ month(s) pay in lieu of notice. Provision of such payment by the Employer shall constitute provision of reasonable notice of termination to the Employee.

**IN WITNESS WHEREOF** the said parties hereto have hereunto set their hands and seals on the date first above written.

**SIGNED AND DELIVERED** )  
in the presence of: )

**GOVERNMENT OF PRINCE EDWARD** )  
**ISLAND** as represented by the Minister of )

\_\_\_\_\_)  
WITNESS )

\_\_\_\_\_)

\_\_\_\_\_)  
WITNESS )

\_\_\_\_\_)  
Employee

This is Schedule A to a Contract of Employment between the Employer and

\_\_\_\_\_ dated \_\_\_\_\_.

**DUTIES AND RESPONSIBILITIES**

The Employee agrees to execute diligently and to the best of their ability the duties and responsibilities listed hereunder:

This is Schedule B to a Contract of Employment between the Employer and \_\_\_\_\_ dated \_\_\_\_\_.

**DEDUCTIONS FROM SALARY**

1. Mandatory Deductions:

- ( a ) Federal Income Tax;
- ( b ) Provincial Income Tax;
- ( c ) Canada Pension Plan Contributions;
- ( d ) Employment Insurance Contributions;
- ( e ) Any court-ordered deductions.

2. Optional Deductions: Employee to indicate by initialing whether or not they wish to participate in each of the plans or benefits listed, if eligible:

	<u>WILL PARTICIPATE</u>	<u>WILL NOT PARTICIPATE</u>
( a ) Basic Insurance Coverage Package, including:	_____	_____
i) Group Life		
ii) Accidental Death & Dismemberment		
iii) Long Term Disability		
( b ) If employee has chosen to participate in (a) above, they may participate in any one or more of the following:		
i) Term Life:		
A. Employee	_____	_____
B. Spouse	_____	_____
ii) Dependent Life	_____	_____
NOTE: Dependent Life available only to an employee and/or spouse participating in Term Life Insurance		
iii) Supplementary Accidental Death & Dismemberment		
A. Single	_____	_____
B. Family	_____	_____
( c ) Medical Insurance (Medical Coverage)		
i) Single	_____	_____
ii) Family	_____	_____
( d ) Dental Insurance (Dental Coverage)		
i) Single	_____	_____
ii) Family	_____	_____
( e ) Pension:		
i) Public Sector Pension Plan	_____	_____

Employer Initial \_\_\_\_\_ / Date \_\_\_\_\_

Employee Initial \_\_\_\_\_ / Date \_\_\_\_\_