

# N.S. Automotive Industry EMPLOYMENT CONTRACT

Business Name:
Business Address:
Business Phone:
Business Fax:
Business Email:

Employee Name:		
Employee Address:		
Town:	Province:	Postal Code:
Employee Phone:		
Employee Email:		

**The PARTIES agree as follows:**

**COMMENCEMENT OF CONTRACT**

1. This contract shall commence on \_\_\_\_\_ day of \_\_\_\_\_ month, 20\_\_\_\_\_.

**JOB TITLE AND DESCRIPTION**

2. THE EMPLOYEE's job title is \_\_\_\_\_ and THE EMPLOYEE agrees to carry out the following tasks:

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**PROBATIONARY PERIOD**

3. The Probation Period will be \_\_\_\_\_ months from the date of commencement. THE EMPLOYER may extend the probation period at its sole discretion.

**WORK SCHEDULE**

4. THE EMPLOYEE shall work \_\_\_\_\_ hours per week. He/she shall receive \_\_\_\_\_dollars/percent more than the regular wages for any hours worked over this limit. His/her workday shall begin at \_\_\_\_\_ and end at \_\_\_\_\_, or, if the schedule varies by day, specify:

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5. THE EMPLOYEE shall be entitled to \_\_\_\_\_ minutes per day of break time.

6. THE EMPLOYEE shall be entitled to \_\_\_\_\_ weeks of paid vacation after one year and \_\_\_\_\_ weeks of paid vacation after \_\_\_\_\_ years.

### **WAGES AND DEDUCTIONS**

7. THE EMPLOYER agrees to pay THE EMPLOYEE, for his/her work, wages of \$\_\_\_\_\_ per week, or \$\_\_\_\_\_ per hour. These wages shall be paid \_\_\_\_\_. (biweekly, monthly, etc)

8. THE EMPLOYER agrees to pay all taxes and submit all deductions payable as prescribed by law (including, but not limited to employment insurance, income tax, Canada Pension plan).

9. THE EMPLOYER shall not recoup from the EMPLOYEE, through payroll deductions or any other means, any costs incurred in recruiting or retaining the EMPLOYEE. These include, but are not limited to, any amounts payable to a third-party recruiter.

### **WORKPLACE SAFETY INSURANCE (Worker's Compensation)**

10. THE EMPLOYER agrees to register THE EMPLOYEE under the relevant Nova Scotia Worker's Compensation insurance plan. THE EMPLOYER agrees not to deduct money from THE EMPLOYEE'S wages for this purpose.

### **NOTICE OF RESIGNATION**

11. Should he/she wish to terminate the present contract, THE EMPLOYEE agrees to give THE EMPLOYER written notice thereof at least \_\_\_\_\_ in advance.

### **NOTICE OF TERMINATION OF EMPLOYMENT**

12A. THE EMPLOYER must give written notice before terminating the contract of THE EMPLOYEE if this employee has completed 3 months of uninterrupted service with THE EMPLOYER and if the contract is not about to expire. This notice shall be provided at least \_\_\_\_\_ in advance.

12B. THE EMPLOYER shall be entitled to terminate the contract immediately if:

- I. THE EMPLOYEE is absent from or late for work without permission of THE EMPLOYER.
- II. THE EMPLOYEE is suspected of theft.
- III. THE EMPLOYEE is suspected of consumption of drugs or alcohol at work.
- IV. THE EMPLOYEE has neglected or refused to perform the duties assigned by THE EMPLOYER.

**CONTRACT SUBJECT TO PROVINCIAL LABOUR AND EMPLOYMENT  
LEGISLATION AND APPLICABLE COLLECTIVE AGREEMENTS**

13. THE EMPLOYER is obliged to abide by the standards set out in the relevant provincial labour standards act and, if applicable, the terms of any collective agreement in place. In particular, THE EMPLOYER must abide by the standards with respect to how wages are paid, how overtime is calculated, meal periods, statutory holidays, annual leave, family leave, benefits and recourse under the terms of the Act and, if relevant, collective agreement. Any terms of this contract of employment less favourable to THE EMPLOYEE than the standards stipulated in the relevant labour standards act is null and void.

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**IN WITNESS WHEREOF** the parties state that they have read and accepted all the terms and conditions stipulated in the present contract.

Signed at: \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**EMPLOYER**

\_\_\_\_\_  
**EMPLOYEE**