[date]

[Employee Name]

[Address]

**Private and Confidential**

Dear [Employee Name],

**Re: Employment Agreement**

We are pleased to offer you the position of \_\_\_\_\_\_\_\_ with the British Columbia Freestyle Ski Association (“Freestyle BC”) on the terms and conditions set out below.

To accept this offer, please initial the bottom of each page, sign the bottom of the last page and return the entire document to me by [give at least five business days]. As we have not completed background checks, our offer of employment is conditional on the successful completion of these checks.

1. **Duties and Position Description:** Your anticipated start date is\_\_\_\_\_\_\_. You agree to perform the duties and responsibilities faithfully and with good effort. A job description outlining your position is attached. To effectively respond to the operational needs and requirements of our organization, we reserve the right to make reasonable changes to your duties and/or to reporting structures.
2. **Compensation:** You will receive a salary of $\_\_\_\_\_\_\_\_ per month (“Wages”), paid in accordance with normal payroll practices and subject to statutory deductions. This is a full-time position at 40 hour per week, and the expectation is that you will be available during business days/hours and manage your time appropriately. [If paid overtime: Any time worked, so excluding breaks or other personal time, over 8 hours per day or 40 hours per week must be authorized in writing by your supervisor before it is worked. / If not paid overtime: Your compensation is for all hours when and however worked and has been set with these expectations in mind.]
3. **Vacation:** Your vacation entitlement is two weeks’ vacation and vacation pay based on 4% of total wages. After five consecutive years of employment, your vacation entitlement will increase to three weeks’ vacation and vacation pay based on 6% of total wages. Vacation will be paid by way of continuing your salary during approved vacation periods.
4. **Expenses:** You will be reimbursed for reasonable expenses incurred in the course of your duties, provided these expenses are authorized in advance and supported by valid receipts. Where approved, vehicle mileage will be paid at $0.45km for travel in personal vehicles.
5. **Probationary Period**: You will serve a probationary period of three consecutive months less one day, ending \_\_\_\_\_***\_\_\_***. During this period your performance and suitability will be evaluated. If Freestyle BC determines that your performance is unsatisfactory and/or that you are unsuitable for continued employment, we may end your employment according to the ending employment provisions set out below.
6. **Confidential Information:** During your employment, you may acquire information about Freestyle BC or its members including but not limited to, member lists, financial information, accounting and sales records, minutes of meetings, policies and procedures, business plans, computer data, internal correspondence and e-mails. Any information that you acquire by virtue of your position at Freestyle BC is confidential and must not be disclosed to any third party at any time, including after your employment ends.
7. **Criminal Record Check:** It is a fundamental term and condition of this Agreement that you provide proof of a criminal record check, when requested. You must advise the Executive Director immediately if you are charged with an offense for which a conviction will impact your ability to work for Freestyle BC.
8. **Expectations:** Freestyle BC expects and requires as fundamental terms of your employment that you will:
	1. Comply with all Freestyle BC policies, as updated from time to time;
	2. Devote your full working time and attention to the business of Freestyle BC. If you wish to engage in outside business or employment you must first obtain the written authorization of Freestyle BC; and,
	3. Ensure that your private or personal business interests do not conflict with your duties and responsibilities to Freestyle BC. If you have reason to believe your interests may bring you into conflict with the interests of Freestyle BC, you must, in writing, disclose these interests in advance.
9. **Ending Employment:** While we look forward to a long working relationship, it is mutually beneficial for us to determine our respective obligations, should either you or Freestyle BC decide to end the employment relationship.

Accordingly, your employment may end under any of the following circumstances:

**By you:**

* 1. If you wish to resign, please provide at least two months’ notice in writing.

**By Freestyle BC:**

* 1. If there is no just cause for your dismissal, the maximum notice or Wages in lieu of notice (or combination thereof determined by Freestyle BC) which Freestyle BC shall be liable for upon termination shall be that described in Part 8 of the *Employment Standards Act*, R.S.B.C. 1996, c. 113 as amended from time to time. Your legal right to notice or compensation upon dismissal is governed by this provision, not by the common law.
	2. If there is just cause for your dismissal, Freestyle BC is not required to provide you with any notice or compensation in lieu of notice of your dismissal.
	3. Although we hope that it will not be necessary, we reserve the right to temporarily lay you off from your employment. A temporary layoff will not be considered a termination of your employment unless it is deemed to be so under the Employment Standards Act, in which case you are entitled to Wages in lieu of notice in accordance with Clause b. above and your employment will be deemed to be terminated at the beginning of the layoff.
1. **General:** In the event any part of this Agreement does meet minimum statutory requirements those minimum requirements will apply. This Agreement describes your entire Agreement with Freestyle BC. It supersedes and replaces any prior agreements, representations or promises, whether oral or written.
2. This Agreement shall survive changes in Freestyle BC, its organization and your employment including but not limited to the passage of time, changes in position, duties or responsibilities and changes in compensation.

We are all very excited that you are joining our team and we look forward to a fun and mutually rewarding working relationship. Please let me know if you have any questions. I look forward to your accepting this position as indicated by your signature below.

Yours truly,

**Freestyle Club per,**

Name, Role

*I have read, understand and accept this Offer of employment*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date