



Hôpital général de Nipissing Ouest
The West Nipissing General Hospital

725 ch. Coursol Rd., Sturgeon Falls, Ontario P2B 2Y6
TEL: (705) 753-3110 • FAX: (705) 753-0210

October 3, 2013

Ryan Jeffers
21 Birchwood Drive
P.O. Box 26
Sundridge, Ontario
P0A 1Z0

Dear Mr. Jeffers:

Re: Offer of Employment

It gives me great pleasure to offer you the full-time position of Chief Financial Officer at the West Nipissing General Hospital on the terms and conditions set out below. You are scheduled for general orientation on Wednesday, October 30, 2013 and following that you will report for work on Monday, November 4, 2013.

Please present yourself to the Human Resources Department on October 30, 2013 and bring the following information:

- Social Insurance Number
- Immunization Records
- Copy of your Educational Credentials i.e. Bachelor of Business Administration and Certified Management Accountant Designation
- Criminal Record Check (CPIC)
- VOID cheque

Hours of Work: The standard work week is 35 hours, Monday to Friday, from 8:00 a.m. to 4:00 p.m. As discussed, you may want to change the start and end time of your work day. It may be necessary to work additional hours from time to time in order to fulfill the duties and responsibilities of the position. The Hospital has in place options regarding alternative work arrangements for our management and non-union employees that would provide flexibility in scheduling hours of work. I have attached the policies on flexible work arrangements, and we would be amenable to considering a request for flexible work hours upon completion of six (6) months of employment. Please be advised that these policies are subject to change in the future.

Compensation and Benefits: Your annual salary will be set at \$104,040 (Step 4 on a 5 step salary grid), less applicable deductions and withholdings. You will be eligible to participate in our benefit programs, including medical, dental, short term and long-term disability, and life insurance subject to the terms of the plans, which may be amended from time to time. You will also be eligible to immediately enrol into the Hospitals of Ontario Pension Plan.

Vacation: Starting in January 1, 2014 you will be entitled to four (4) weeks vacation which is to be taken in accordance with Hospital policy. Your vacations must be taken at such time as best reflects the balance of convenience between the interests of the Hospital and yourself.

Statutory Holidays: You are entitled to ten statutory holidays plus two floaters per year.

Probationary Period: In order to give you time to determine whether our working environment will be satisfactory to you and for us to determine your suitability, it is agreed that the first three (3) months of your employment will be a probationary period. During the probationary period, the Hospital may terminate your employment at any time by giving you the period of notice/pay in lieu of notice, if any, as required by the Ontario Employment Standards Act.

Termination of Employment: You may terminate your employment at any time by giving the Hospital (4) four weeks prior written notice. The Hospital reserves the right, at its sole discretion, to waive such working notice.

The Hospital may terminate your employment at any time with cause without any notice or severance to you. Should the Hospital terminate your employment without cause following the completion of the probationary period, you will be provided with notice or pay in lieu of notice equivalent to three week's pay for each completed year of service (pro-rated for partial years of service). Your benefits will be extended only for such time as may be required by the Ontario Employment Standards Act. The above constitutes the complete agreement as to the terms of any termination of employment. Should these terms violate your entitlements under the Ontario Employment Standards Act, then such terms will be revised, only to the extent necessary, to achieve compliance with the Act.

Upon resignation/termination of your employment, you agree to promptly return all of the materials/property belonging to the Hospital in your possession.

To confirm your acceptance of these terms of employment, kindly sign where indicated below and return a signed copy of this letter to the Human Resources Department.

Welcome to the West Nipissing General Hospital, Ryan, we look forward to working with you. Please do not hesitate to contact me if you have any questions regarding this offer of employment.

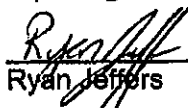
Sincerely,



Carole E. Galarneau, C.H.R.P.
Human Resources Coordinator

ACCEPTANCE

I have read and I understand this offer of employment, and accept this position with the West Nipissing General Hospital on these terms.



Ryan Jeffers

October 3, 2013

Date

Attachments

- H.R. Policy 200.64 Vacations
- H.R. Policy 200.30 Hours of Work
- H.R. Policy 200.80 Work from Home
- H.R. Policy 200.81 Flexible Work Hours
- H.R. Policy 200.82 Compressed Work Hours