

## Worksheet for an Agreement between a Curling Club and an Employee

- (1) Insert the name of the Club and use the word “Limited” if the Club is registered as an entity with a Limited Liability Partnership or use the word “Incorporated” if the Club is registered as a Corporate entity by means of a Memorandum of Association.
- (2) Insert the name of the entity and the full name of the individual e.g. “The Big Rock Curling Club and John Smith”
- (3) Insert the title of the position e.g. Manager, Ice Technician, Cook, Bartender, etc.
- (4) To ensure that the employer maintains sole control of the duties and responsibilities of the employee, a Job Description, or any of the duties or responsibilities of the employee, should appear in an Appendix to the agreement rather than in the body of the agreement. Also the last section of any Job Description should contain a phrase such as “other duties as required from time to time, as determined by the Club” or “other related duties, as determined by the Club”.
- (5) Generally an employee is hired for an indeterminate period and in such cases the suggested wording avoids the task of signing a new agreement on each anniversary of the original date of hire. However, if the employee is hired for a specific period of time, the following wording may be used.

“This Agreement shall be for a (6) period and shall become effective as of (7) and conclude on (7)”.

If at any time following the signing of the agreement, the employee receives an increase in pay or his or her benefits are altered, the appropriate Appendix to the agreement (see paragraphs 4 and 5 of the agreement) must be amended and signed by the parties and the following wording inserted at the top of the Appendix.

“Effective as of (7)”.

- (6) Insert the length of the agreement e.g. the 2005/06 curling season, one year, etc
- (7) Insert the Month, Date and Year.
- (8) A shorter or longer probationary period may be used depending on the position. For example a longer probationary position may be useful for a Manager or Ice Technician or a shorter one for a Bartender or Cleaner. However, it should be

noted that some provincial or territorial Employment Standards Legislation requires that an employee with service of three months or more, but less than one year is entitled to one weeks notice of termination (or pay in lieu of notice). Also note that any extension of the probationary may result in the application of the applicable Employment Standards Legislation.

- (9) It is recommended that wording similar to the following be used in the “Remuneration Appendix”. (In this example we have used a position with an annual salary of \$36,000 and bi-weekly payments).

“On an annual basis, the Club shall pay the Employee, a total amount of thirty-six thousand dollars (\$36,000). Said amount shall be paid in twenty-six equal installments of one thousand three hundred and eighty-four dollars and sixty-one cents (\$1,384.61). Such installments shall be made bi-weekly on Friday”.

If the employee is paid on an hourly basis, wording similar to the following may be used.

“The Club shall pay the Employee an amount of xx dollars (\$xx.00) per hour for each hour worked. Such payments shall be made bi-weekly on Friday”.

- (10) Any employee benefit which exceeds the minimum standard stated in the applicable Employment Standards Legislation (such as increased vacation or termination notice) must be detailed in Appendix “C”. Also any benefit not included in the applicable legislation (such as health or dental plans) must be detailed in Appendix “C”. If the club is not providing the employee with any benefits exceeding or not included in the applicable legislation, this paragraph is not necessary in the agreement.

- (11) It may be desirable that an employee be “responsible” (answerable) to the Board of Directors of the Club. However, for operational efficiency, the employee should report to an individual determined by the Board of Directors. Wording such as the following example for an Ice Technician may also be used.

“The Employee shall be responsible to the Board of Directors of the Club and shall report to the Chair of the Ice Committee established from time to time by the Board of Directors. The Employee shall liaise with the Manager of the Club to determine ice usage requirements”.

Or use wording such as the following for a Manager of the Club.

“The employee shall be responsible to the Board of Directors and shall report to the President of the Club or his or her designate”.

- (12) This provision is intended for key personnel such as a Club Manager or Ice Technician and should only be included in Employee Agreements for such

individuals. Clubs should check their insurance policies to ensure that this coverage is part of their insurance policy. If it is not this paragraph should not be included in the Employee Agreement. It should be noted that the Insurance Broker endorsed by the CCA includes such coverage for key personnel in their standard policy designed for Curling Clubs.

- (13) Insert the Province or Territory.
- (14) Amend to reflect the location and date the Agreement was signed e.g. “the Town of White Rock this 22<sup>nd</sup> day of June, 2006”.
- (15) Insert the name of the President of the Club or the name and title of a designated signing official.
- (16) Insert the name of the Employee.

**Note:**

When signing the agreement each page, (including the Appendices) except the signature page, must be initialed by the club president (or signing officer) and the employee. It is not necessary that the witnesses initial each page.