

CONFIDENTIAL

CONTRACT OF EMPLOYMENT

SGPS STUDENT ADVISOR

This contract entered into on, and signed on is between the Society of Graduate and Professional Students of Queen's University (the "**Employer**") and Student Advisor (the "**Employee**").

The Employee agrees to abide by the terms and conditions of the position as outlined in the attached Memorandum of Agreement (hereafter MOA). The MOA refers to the agreement between the SGPS and the School of Graduate Studies and Research of Queen's University adopted on January 8th, 2008. Where the MOA is silent relevant provisions in the Ontario *Employment Standards Act* shall apply.

1. TERMS OF CONTRACT

This contract will be considered to be in effect beginning _____ and will be terminated on _____. The employee shall receive a stipend of \$12,000 for fulfillment of the following responsibilities and tasks:

1. Participate in training related to the Student Advisor Program (MOA, Section V)
2. Assist graduate and professional students ("**clients**") in the manner outlined in the MOA (Sections I (1) & II (1) & (4)). These responsibilities include holding office hours, maintaining suitable written records, answering email communication, coordinating work hours with other Student Advisors, conducting meetings with clients, directing clients to other university resources, and other related responsibilities outlined in the MOA.
3. The Employee will work for an average of 10 hours per week during the fall and winter terms (8 months) and then an average of 5 hours per week over the spring and summer terms (4 months). Student advisors are entitled to two weeks (or the equivalent of 20 working hours) vacation per year.
4. Employees who are students in the Faculty of Law have the opportunity to "opt-out" of the Summer Term (May-August) of employment provided the Employee gives the VP Graduate Internal ("**VP Graduate**") not less than two months' notice prior to the end of the Winter Term (MOA, Section VI).
5. Submit two term reports and one annual report (MOA, Section II (5)).
6. Submit monthly time sheets to the VP Graduate.
7. Work cooperatively on equal terms with other Student Advisors and ensure that tasks are distributed in a fair and equitable manner.
8. Assist with hiring, training, and transition of new Student Advisors.
9. Participate in an employee evaluation after 6 months of employment.

10. Fulfill all other responsibilities outlined in the MOA.

2. CONFIDENTIALITY

In consideration of being employed as Student Advisor, the Employee agrees not to divulge any information that he/she may receive during and after his/her employment that is known to be confidential. Where there is doubt, the information should be treated as confidential. In turn, the Employer agrees to treat all employment or personnel issues concerning the Employee in strict confidence during and subsequent to the life of this contract. Some information about the nature of cases may be passed to the VP Graduate and SGPS Council for the purposes of administering the program and to support the ongoing work of the SGPS in advocating for its members. In such cases the identity of clients will remain anonymous unless otherwise specified by the client.

3. CODE OF CONDUCT

Student Advisors may deal with a variety of sensitive matters in the term of their employment. As a result, Advisors are expected to show appropriate behaviour in the conduct of their work and personal life outside of work so as to create no impression they are unable to handle the complex issues facing clients seeking support from the program. This is particularly relevant to all matters of discrimination based on sex, gender, race, creed, religion, age, ability or any other protected ground under the *Ontario Human Rights Code*.

4. RESPECT FOR THE CLIENT'S RIGHT TO DIRECT AND SELF-ADVOCATE

Student Advisors are to provide advice to clients, and only advocate for clients on the client's direction and within the provisions of the MOA. Student Advisors are encouraged to promote self-advocacy of the client whenever possible. If clients request advocacy from a Student Advisor the Advisor can only accept if they have sufficient time allotted in their contract.

5. RESPONSABILITIES OF THE EMPLOYER

The student advisors are expected to receive direction from the VP Graduate who is to act in consultation with the SGPS Executive, and follow the directives of the Student Advisor Program Personnel Committee and Student Advisor Program Steering Committee. The VP Graduate will consult all Student Advisors in the day to day functioning of the program and work with the Student Advisors to resolve any problems that may arise.

6. COMPLAINTS AGAINST EMPLOYEES

Any complaints against a Student Advisor will be handled according to the "Student Advisor Complaint Procedure" which is outlined in the MOA. When a complaint involves one or more Student Advisor(s) the matter must be brought to the attention of the VP Graduate immediately. If the VP Graduate has a conflict of interest with the complainant, the grievance should be made toward the VP Professional. During the time a complaint is being investigated the Student Advisor(s) shall continue to receive his or her stipend.

7. DISMISSAL

In a case of dismissal the period of reasonable notice will be determined by the Ontario

Employment Standards Act.

SIGNED

For the Employee

**Jane Doe
Student Advisor**

Date:

For the Employer

**Someone somebody
Vice President Internal (Graduate)**

Date:
