



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	Offers of Employment

Initial letters of offer will be made in consultation with the Human Resources Department and will outline the terms and conditions of employment. Information regarding the University's insured benefits will be provided to the employee, details of which can be found at:
<https://sites.stfx.ca/hr/benefits-2.html>

If any discrepancies between the contents of the above link and the official plan contract should arise, the terms of the insurance contract will apply in all cases.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.