



College of Vocational Rehabilitation Professionals

July 14, 2016

Ms. Janice Ray
97 Major Button`s Drive
Markham ON, L3P 3x4

Re: Employment Contract with CVRP

Dear Ms. Ray,

As approved by the board of directors on July 13, 2016, the following outlines the terms of your employment contract with the Canadian College of Vocational Rehabilitation Professionals effective August 1, 2016 for a 5 year term.

Role/Title: Registrar

Note: In this role you will be responsible to fulfill the typical duties of a registrar of a professional college including that of the college's Executive Director where you will be responsible for:

- all duties of Registrar
- all duties typical of an Executive Director
- day to day operations of the college
- hiring and management of college staff/consultants
- co-ordinating board/committee activities and approved outcomes
- day to day board approved budget
- public liaison

Reporting: Directly to the board of directors through the Board President.

Compensation:

Your employment contract will be a compensation of \$72,800.00 gross per annum, with an increase in salary to be negotiated annually prior to July 31st of each year, based upon 35 hours per week x \$40.00 per hour x 52 weeks a year, paid every 2 weeks, minus CPP, UIC and income tax. Please complete the TD1 Form by August 1st for the CVRP HR record. CVRP will be responsible for the monthly payroll submission to CRA.

As part of the compensation, you will be entitled to paid leave of 4 weeks of vacation per year and if required, up to 10 personal days of paid leave per year for situations related to sick leave/family leave/bereavement.

As the College Registrar, there may be periods of time when you are required to commit additional hours to fulfill your duties. CVRP will compensate you, upon request, reasonable 'time in lieu', to an additional two weeks (10 days) per annum of paid leave, providing the additional time logs demonstrate time over 44 hours per week consistently for an acceptable period of time.

College of Vocational Rehabilitation Professionals
P.O. Box 77034, 6579 Highway 7, Markham ON L3P 0C8
Tel: 647-962-7708

info@cvrp.ca www.cvrp.ca

Travel expenses: As per board policy and within board approved budget.

Rent: As long as the offices of CVRP remain at 97 Major Button's Drive, Markham, CVRP will compensate ErgonoWorks Unlimited Inc as follows:

- 2015/2016 fiscal year: (as already approved) \$500.00 a month
- 2016/2017 fiscal year: \$600.00 a month
- 2017/2018 fiscal year: \$700.00 per month

Note: any rent not paid to date will remain as an account payable to ErgonoWorks Unlimited Inc.

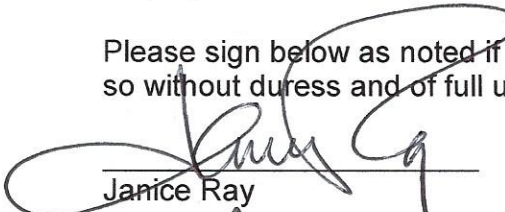
Signing officer of CVRP: As Registrar, you will be a signing officer for CVRP for all cheques/payment/transfers up to five thousand dollars for any single transaction, as per the CVRP By-Laws No. 1. Any single transaction higher than \$5000.00 will require approval for electronic transfer or a second cheque signature from a board approved signing officer.

Cancellation of contract: If you terminate your contract, you are to provide the board with three months written notice. Upon termination of your employment, in recognition of your service for the first 5 years, in which approximately 1/2 of your time devoted to CVRP was unpaid due to fiscal restraints, CVRP will pay you the equivalent of 3 weeks per year at your then current salary rate for each of the five years in which you donated your time.


Termination of contract by CVRP: If the board of directors terminates your contract, you will be given 3 months' notice and then compensated at the rate of payment equivalent to 3 weeks of time for every year of professional service from October 2010 up to a maximum of 6 months of time based on your annual compensation amount only, at time of cancellation. For example, since you commenced your professional contract/relationship with CVRP in 2010, if terminated in 2016, you would be compensated for 18 weeks (2010/2011; 2011/2012; 2012/2013; 2013/2014; 2014/2015; 2015/2016.) No compensation will be payable if termination is for cause.

If the CVRP Board of Directors determines that your contract will not be renewed, notice will be given 3 months prior to the end of the current contract period, with compensation as described above. Any other reason for termination will follow those rules as set out by the Employment Standards Act of Ontario.

Please sign below as noted in agreement and by signing you are confirming you are doing so without duress and of full understanding.



Janice Ray



Date

Sean FitzGerald
President

Date