

**Bonfield Public Library Policy Manual  
Personnel Policy**

**Appendix B**

**Employee Contract (Sample)**

**EMPLOYEE CONTRACT**

1. **EFFECTIVE DATE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

2. **PERSONAL DATA:**

\_\_\_\_\_  
Name Social Insurance Number

\_\_\_\_\_  
Address (Number/Street/Apt.)

\_\_\_\_\_  
City/Province Postal Code Telephone Number

In Case of Emergency Contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

3. **POSITION TITLE:** \_\_\_\_\_

Job Description Attached Yes ( ) No ( )

4. **PROBATIONARY PERIOD:**

The employee will be hired for an initial probationary period of three (3) months after which time a performance appraisal will be carried out, an additional six (6) months probationary period will follow. Following the appraisals, the CEO and the Board will decide whether the employee should become a permanent member of the staff, or be assigned another probationary period, or be terminated as an employee.

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