

CURRENT DATE

NAME

C/O

Dear NAME,

RE: Offer of Employment

Position Title

Position #99XXXX, SGX

DEPARTMENT, University of Victoria, Victoria BC

It is my pleasure to confirm that you have been selected as the successful applicant for the position of [Title]. The detailed job description is attached for your reference.

For the terms and conditions of this regular, full-time appointment please refer to the [Collective Agreement](#) between the Professional Employees Association and the University of Victoria. The Collective Agreement details important information, beyond those noted below. Relevant links have been provided in this letter for your reference.

Start Date: [offer_start_date]

Annual Salary: Your starting salary is \$[offer_salary] per annum.

Each year you are eligible to receive a progression adjustment subject to performance, and pro-rated based on start date, until your salary ceiling is reached and in accordance with the collective agreement. Salary is paid out semi-monthly. The probationary period applies to this position.

To establish your payroll, please complete the [Direct Deposit Authorization for Payroll and Reimbursement](#) form, review your payroll data regularly through Online Tools and direct related inquiries to [Payroll](#).

Vacation: Basic vacation entitlement for the first through fifth years of continuous full-time employment is twenty-two working days (prorated accordingly for partial years). Please refer to Article 12 for a full description of vacation entitlement.

Benefits: As a regular, full-time/part-time staff member you are eligible for a variety of health and welfare benefits. Information will be sent to you during onboarding. Detailed information is available in the [Benefits Handbook for PEA employees](#).

Pension: Details on the pension options are available in the [Benefits Handbook for PEA employees](#). For information and support in establishing your pension options, please contact Pension Services at 250-721-7030 or pensions@uvic.ca.

Orientation: Resources and information for new employees at UVic are available [online](#).

Professional Development: The University is committed to supporting the development of our faculty and staff. As a continuing Professional Employees Association staff member, you are provided with a professional development allowance per year to assist you with your career development ([HR 6420 Professional Development Expenses – Professional Employees Association Staff](#)). The University also provides access to a range of university-sponsored training and development opportunities, some of which are required programs and some of which you are welcome and encouraged to undertake in support of your success in your role. ([Employee Learning Calendar](#)).

Indigenous Citizenship Declaration: The Office of the Vice-President Indigenous (OVPI) has developed a policy to affirm declarations of Indigenous citizenship, membership and belonging at UVic where these claims result in material advantages, such as employment in an Indigenous-specific position. The policy will apply to applications that have opened after the policy's effective date of Nov 1st, 2025, the successful candidate(s) will be required to complete the Indigenous Citizenship Declaration (ICD) process.

For more information about the ICD initiative, please visit the [Indigenous Citizenship Declaration website](#) and please feel free to reach out to vpiicd@uvic.ca if you have specific questions or concerns.

On behalf of the Search Committee and **DEPARTMENT**, it is my pleasure to extend this offer of employment to you. To confirm your acceptance and agreement of this offer, please sign and return a copy of this letter to me.

Yours sincerely,

NAME
TITLE

cc. Human Resources

I, **NAME**, accept the terms and conditions as outlined in this letter.

Signature

Name

Date