



Short-Term Employee (STE) Offer and Extension Letters

OVERVIEW

Purpose of the tips sheet is to offer recommended information to be shared between the manager and employee at the time of hire. The sheet is to provide an overview of what should be discussed during a “mini onboarding” which will highlight items in the offer letter as well as a change of employee entitlements. Please note that this is not a mandatory process but a tool if managers need assistance or a reference when hiring an STE employee.

TIPS SECTION

- ❑ Manager to discuss offer or extension letter with employee
- ❑ Highlight key items in letter (i.e., / UF1 dues, vacation accrual, bereavement leave, overtime pay, and contract start and end date)
- ❑ Review brochure which showcases the many entitlements at different stages of the employee life cycle
- ❑ Acknowledge and direct employee to resources online for additional information (i.e.,/ UF1 Collective Agreement which speaks to STE group within Appendix V, as well as additional information available at hr.mcmaster.ca)
- ❑ Encourage employees to review their entitlements further and to connect directly with manager or HR representative if additional questions should arise
- ❑ Discuss importance of employee reviewing their own pay statements in order to be familiar with deductions or changes with deductions (i.e., / Union dues (1.5%), the elimination of 4% vacation pay, overtime pay if applicable) and to ensure understanding. They may contact an HR representative at any time if they have any questions about their pay statement or deductions.