

**CONTRACT OF EMPLOYMENT**  
(Vice-President)

**01 BETWEEN:** .....

.....

.....

(hereinafter referred to as the "Employer")

**02 AND:** .....

.....

.....

(hereinafter referred to as the "Vice-President")

(the Employer and the Vice-President are hereinafter collectively referred to as the "Parties")

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**PREAMBLE**

WHEREAS the Employer wishes to hire the Vice-President to act as such;

WHEREAS the Vice-President wishes to accept the employment offer after having been informed of the Employer's policies and conditions of employment;

WHEREAS the Parties wish to evidence their agreement in writing;

WHEREAS the Parties have the capacity and powers to enter into and perform the undertakings set forth in this Agreement;

**NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1.00 PREAMBLE**

The preamble hereto shall form an integral part hereof.

**2.00 OBJECT**

**2.01 Position Title**

The Employer hereby hires the Vice-President to act as such.

**03 2.02 Main Duties and Responsibilities**

Without being restrictive, and subject to modification (in the latter case, by prior notice from the Employer), the Vice-President's main duties and responsibilities shall be as follows:

- to execute the duties and to assume the responsibilities normally tied to this position;
- to execute, by delegation, all or part of the powers of the .....of the Employer, except those that cannot be delegated by law;

Employer	Vice-Pres.

- to sign any document or contract in the name of the Employer, except when the amount in question exceeds ..... dollars (\$.....); in such case, the Vice-President shall obtain the prior authorization from the ..... of the Employer;
- .....

**2.03 Immediate Supervisor**

The Vice-President shall report directly to ....., in the position of ....., or to any other person designated by the Employer.

**2.04 Work Place**

The Vice-President's work place shall be located at ....., or at any other place required for the efficient operation of the Employer's business.

**2.05 Driver's License and Vehicle**

During the entire term of this Agreement, the Vice-President shall hold a valid driver's license and shall be in a position to use his vehicle for work.

**3.00 CONSIDERATION**

**O4**

**3.01 Salary**

In consideration for the Vice-President's performance of his work, the Employer shall pay the Vice-President an annual salary of ..... dollars (\$.....). This salary shall be revised annually, on the hiring anniversary date, based on an assessment of the Vice-President's performance and the Employer's financial situation. The said salary (less any legal and contributory deductions) shall be payable on the ..... of every ..... by cheque or by direct deposit to the Vice-President's bank account, at the Employer's option.

**3.02 Overtime**

All overtime worked by the Vice-President shall be subject to prior approval by the Employer. If requested by the Vice-President, the Employer may, in lieu of paying any overtime, grant a leave equivalent to the period of overtime worked, increased by fifty percent (50%).

**3.03 Specific Benefits**

The Vice-President's position shall entitle him to the following benefits: (specify)

- *motor vehicle supplied by the Employer*
- *motor vehicle allowance*
- *expense account*
- *profit-sharing plan*
- *share purchase plan*
- *performance bonus*
- *membership in a fitness, social or golf club*
- *payment or reimbursement of professional membership fees*
- *conference registration (including transportation and lodging)*
- *training or development courses*
- *retirement plan*
- *etc.*

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Employer Vice-Pres.  
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