

**CONTRACT OF EMPLOYMENT**  
(Analyst-Programmer)

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

.....

.....

(hereinafter referred to as the "Employer")

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

.....

.....

(hereinafter referred to as the "Employee")

(the Employer and the Employee are hereinafter collectively referred to as the "Parties")

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**PREAMBLE**

WHEREAS the Employer wishes to hire the Employee as Analyst-Programmer;

WHEREAS the Employee 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 Employee as Analyst-Programmer.

**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 Employee's main duties and responsibilities shall be as follows:

- to take part in the computer systems development phases: feasibility study, analysis, programming, maintenance and systems documentation;

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- to take part in the preparation of the software requirements, in the design as well as in the system development and quality control according to the customer requirements and to the analysis specifications;
- to design, program, test and develop applications usually of average complexity;
- to provide support for applications in the production team ;
- to prepare the documentation and ensure its updating;
- to work out some specifications and take part in the data retrieval and collection;
- to take part in projects of data warehousing;
- to program in ..... language(s);
- to take part in large scale system preparation and development;
- to develop various software tools;
- to develop, document and implement data-processing programs;
- to provide user training;
- to bring the necessary changes to the existing programs;
- to provide technical support for microprocessing applications;
- to take part in system development project achievement (requirement analysis, creation and implementation);
- to set up information and training courses;
- to take part in the support and debugging of operating applications;
- .....

**2.03 Immediate Supervisor**

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

**2.04 Work Place**

The Employee'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 Employee shall hold a valid driver's license and shall be in a position to use his vehicle for work.

**3.00 CONSIDERATION**

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**3.01 Salary**

In consideration for the Employee's performance of his work, the Employer shall pay the Employee an annual salary of ..... dollars (\$.....). This salary shall be revised annually, on the hiring anniversary date, based on an assessment of the Employee'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 Employee's bank account, at the Employer's option.

**3.02 Overtime**

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

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