# PERSONAL & CONFIDENTIAL

Date

Recipient

Address

Dear Recipient:

[NOTE – THIS LETTER IS ONLY VALID FOR SUMER 2023. IT IS ONLY TO BE USED IN SITUATIONS WHERE A STUDENT IS PART OF A APPROVED PROGRAM and THE RESEARCH PROJECT IS MANAGED AND DRIVEN BY THE STUDENT. GUIDANCE, RATHER THAN DIRECTION, MAY BE PROVIDED BY A FACULTY MEMBER OR OTHER STAFF OR GRADUATE STUDENTS, IN ORDER TO SUPPORT THE UNDERGRADUATE’S LEARNING.]

We are very pleased you have decided to further your academic career development by becoming a research trainee for the period [start date] to [end date] CAN BE SHORTENED, OR MADE MONTHLY, WITH PRO-RATED PAY at the University of Toronto. While you are here, the Department of Physics will provide you with internet access, office space, access to seminars, and library, computing and laboratory resources as required. [Name of faculty member] will provide guidance and mentorship to you with respect to your activities, which will involve [description of project/activities].

It is important that all research trainees understand the terms under which they are conducting and/or observing research at the University. It is for this reason that all research trainees are asked to carefully review and sign the attached form to acknowledge they are not employees of the University.

This offer is conditional on your being legally entitled to work in Canada. You will be provided with a stipend of $9,600 (total amount, not monthly amount) paid in equal monthly installments. This stipend is not subject to any statutory deductions. Because the stipend is not employment income, no taxes will be deducted by the University. You will be issued a T4A in respect of the stipend, which will made be available online through the University’s Employee Self-Service (ESS) at:

<http://www.hrandequity.utoronto.ca/resources/ess.htm>.

Please contact Krystyna Biel kbiel@physics.utoronto.ca. She will provide a secure means for you to transfer to her: your Social Insurance Number, your banking information (e.g. a blank cheque, for making payments by direct deposit), and a valid work permit if applicable. Please do not email this information to her.

Since this position is not required by your program of studies, and since you are not an employee of the University, you will not be covered by the University’s Workplace Insurance. If you are injured as a result of an accident, you will not be covered by the Workplace Safety and Insurance Act (formerly the Worker’s Compensation Act) or the Occupational Health and Safety Act. The University of Toronto does not provide health or accident insurance coverage for you and cannot assume any responsibility for injury to you or loss or damage to your personal property while on University premises.

You are strongly encouraged to obtain coverage under a comprehensive personal insurance policy that covers the period of [START DATE] to [END DATE], and includes personal accident insurance and personal liability insurance.

Please be aware that if working in a laboratory setting, there may be multiple hazards such as biological, chemical, radiological and physical. Consequently, you will be given appropriate instruction and training by your supervisor in order to work safely in this environment including: emergency response procedures when in the lab, information on accessing the Workplace Hazardous Materials Information System (WHMIS) guidelines as well as other applicable workplace–specific training. Please contact the Office of Environmental Health and Safety at ehs.office@utoronto.ca if you have any questions regarding health and safety matters.

Mandatory Training

You are required to take the following mandatory training. You must complete this training within 60 days your start date.

1. [Basic Occupational Health & Safety Awareness Training Program](https://ehs.utoronto.ca/basic-health-and-safety-training/) provided by the Office of Environmental Health & Safety.  
      
   If you have documentation demonstrating that you have completed the mandatory health & safety training previously, you can seek an exemption from the above training by providing the documentation of your previous training to Environmental Health & Safety at [ehs.courses@utoronto.ca](mailto:ehs.courses@utoronto.ca) or by calling 416-978-4467.
2. [U of T AODA Online Training](https://hrandequity.utoronto.ca/inclusion/accessibility/) provided by the Accessibility for Ontarians with Disabilities Act (AODA) Office.

Once your documentation is processed by your Business Officer, you will receive an automated notification to your utoronto.ca email indicating when this AODA training has been assigned to you for completion. Until you receive this notification, you will not have access to the AODA training.

If you have documentation demonstrating that you have completed the mandatory AODA training previously, you can seek an exemption from the above training by emailing the documentation of your previous training to [aoda@utoronto.ca](mailto:aoda@utoronto.ca).

Should you have any questions concerning the academic aspects of this opportunity please contact me. If have you adminstrative questions please contact Diane Nguyen.

Please return the acknowledgment (below) to the attention of Krystyna Biel, before [date prior to start].

Yours truly,

[NAME]

[TITLE]

**Acknowledgement**

It is important that all undergraduate student research trainees understand the terms under which they are engaging in research at the University. It is for this reason that all undergraduate student research trainees are asked to carefully review and sign this form to acknowledge their status.

By signing below you acknowledge that you are not an employee of the University of Toronto.

As an undergraduate student research trainee, you will be protected against legal liability arising out of your duties under the University’s comprehensive general liability insurance program on the same basis as applicable to employees.

As an undergraduate student research trainee, you are not being paid for the activities you undertake as part of your research project, and you are on the University of Toronto premises on a voluntary basis at your own risk. You will not be covered by the Workplace Safety and Insurance Act or the Occupational Health and Safety Act. Also, the University of Toronto does not provide any health or accident insurance coverage for you.

This letter does not constitute an offer of employment or employment contract. You will not be a staff member of the University of Toronto and will not be entitled to the benefits and perquisites applicable to employees.

Although you will not be an employee, you will be subject to and bound by University policies of general application and their related guidelines. The policies are listed on the Governing Council website at

<https://governingcouncil.utoronto.ca/secretariat/policies>. Specifically, please review the following policies and guidelines before signing below to acknowledge that you agree to abide by them:

* [The University of Toronto Health and Safety Policy](https://governingcouncil.utoronto.ca/secretariat/policies/health-and-safety-policy-january-23-2017)
* [The Provost’s Guideline on Appropriate Use of Information and Communication Technology](https://www.provost.utoronto.ca/planning-policy/information-communication-technology-appropriate-use/)
* [The University of Toronto Copyright Policy](https://governingcouncil.utoronto.ca/secretariat/policies/copyright-policy-february-15-2018)
* [The University of Toronto Inventions Policy](https://governingcouncil.utoronto.ca/secretariat/policies/inventions-policy-october-30-2013)
* [The University of Toronto Policy with respect to Workplace Harassment](https://governingcouncil.utoronto.ca/secretariat/policies/workplace-harassment-policy-respect-october-26-2017)
* [The University of Toronto Policy with respect to Workplace Violence](https://governingcouncil.utoronto.ca/secretariat/policies/workplace-violence-policy-respect-october-26-2017)
* [Joint Provostial and Human Resources Guideline on Vaccination](https://www.viceprovoststudents.utoronto.ca/covid-19/)

All of the applicable policies may be amended and/or new policies may be introduced from time to time. When this happens, if notice is required you will be given notice as the University deems necessary and the amendments will become binding terms of your position with the University.

The University may from time to time introduce or re-introduce new, previous, or revised measures relating to COVID-19 or any future pandemic. You will be provided with appropriate information and instruction on measures applicable from time to time. For more information on the University’s COVID-19 response, please refer to the University’s Response to COVID-19. Consequences of failing to comply with policies, guidelines, and other instructions on safety measures arising from COVID-19 or any other pandemic, include prohibition from attending University premises, not being permitted to work, not being paid, being placed on unpaid leave of absence, or termination of your employment.

Without limiting the generality of the foregoing, please be advised that the University has a guideline requiring mandatory COVID vaccinations. This requirement has been paused effective May 1, 2022, until further notice. On the basis of COVID developments and public health guidance, this requirement may be re-introduced, requiring updated vaccinations, with little to no notice. Should this occur, you will be required to have updated vaccinations to continue working at the University, unless you apply for and are granted a University-approved exemption. Information about the exemption process can be found at UofT Exemption. Should you not have updated vaccinations, you may not be permitted to work or be paid and may be placed on a leave of absence in the University’s discretion.

Please carefully review all applicable policies and guidelines. By signing this letter you acknowledge that you understand them and agree to be bound by them. If you have questions about any of these policies or guidelines you should raise them with HR before accepting this offer.

I have read, understood and agree to the above in its entirety.

Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_