

## **What should be included in an employment contract?**

An employment contract should at least include the following:

- The home or business address of the employer and the employee
- The start date of the employment
- The reason for a fixed-term contract and the end date of the contract
- The probationary period
- The place of work
- The job duties
- The applicable collective agreement
- The agreed salary and the pay period
- The regular working hours
- The determination of annual leave
- The notice period or the basis for its determination