**FA ADDENDUM TO EMPLOYEE REQUEST FORM**

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| **Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program/School/Dept:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Start date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ***1. REASON FOR HIRING: (check applicable box)*** |
| * To fill a vacant position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * New position * Cost recovery * To replace a faculty member who is: on leave, seconded, or serving in administrative position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * To replace a faculty member who is on long term disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * To fill a position where less than 50% of the funding is derived from the continuing base grant accorded to UNBC by the province * To fill a position necessitated by enrolment growth * To fill new a new position created as a result of the development of new Programs or expansion of existing Programs * To offer a post-retirement contract (Article 19) * To fill vacancies in any Program placed on probation for the duration of that probation * To attract expertise to UNBC which would not otherwise be available * Other purpose agreed upon by the parties: (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***2. CONTRACT INFORMATION:*** |
| Employee’s Full Name: (circle one) Dr. Ms. Mrs. Mr. **Address to send contract and phone number:**  **Type of Appointment (circle one)**: Tenured Tenure-track Continuing Probationary  Term (Full-time) Term (Part-time)  **------------------------------------------------------------------------------------------------------------------------------------------------------------------**  **Faculty Rank (circle one):** Lecturer Assistant Associate Professor  **Librarian Rank (circle one):** Librarian 1 Librarian 2 Librarian 3 Librarian 4  **Senior Lab Instructor Rank (circle one):**  SLI 1 SLI 2 SLI **3**  **Term Appointment (circle one):** Instructor 1 Instructor 2 Instructor 3 Instructor 4  Lecturer Assistant Part-time Post Retirement |
| ***3. IMMIGRATION INFORMATION:*** |
| **Is this person eligible to work in Canada? (circle one)** Yes No  (contact the Office of the Provost for Foreign Worker Recruitment Procedures if ‘no’) |
| *4. SALARY INFORMATION:* |
| **Nominal Salary:** \_\_\_\_\_\_\_\_\_\_\_ + **Stipend:**  \_\_\_ + **Market Differential:**  (Note: effective July 1, 2013 (**1)SCH rate = $2,224.18**. **Instructor 1** salary = total SCHs assigned x current SCH rate;  **Instructor 2** salary = 1.1 x value of total SCHs assigned; **Instructor 3** salary = 1.2 x value of total SCHs assigned; **Instructor 4** salary = 1.3 x value of total SCHs assigned)  **Sabbatical Credit (max 2 years):**  **Start-up Funds**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Courses and SCHs Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Other Instructions:** |
| *5. EMPLOYEE PAID EXPENSES: (check all applicable boxes)* |
| The employee is *required* to pay for expenses without reimbursement while carrying out the duties of the employment contract, such as supplies, long distance telephone charges, cell phone airtime, and  work-space-in-the-home expenses.   * Yes * No |