Stefan Weber

[s.d.weber.ont@gmail.com](mailto:s.d.weber.ont@gmail.com)

June 14, 2024

**Re: Letter of Employment**

Dear Stefan,

We are pleased to offer you the full-time temporary position of Seed Program Coordinator with the Forest Gene Conservation Association. This position is effective July 8, 2024 with an hourly rate of $32.96/hour for 35 hours per week, and includes the duties outlined in the following terms of employment. To accept the position, please sign and return the document directly to [chelsea@fgca.net](mailto:chelsea@fgca.net).

If you have any questions, please give me a call at 647-201-7137.

We look forward to the exciting work ahead.

Sincerely,



Kerry McLaven

CEO, Forest Gene Conservation Association

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# Terms of Employment

These terms provide specific details about your employment with the Forest Gene Conservation Association of Ontario (FGCA). Should you accept the terms below, we welcome you to our organization.

**Administration**

1. All administrative forms will be completed within the first month of employment.
2. Additional OHSA Awareness Training, WHMIS 2015 training, First Aid or other training relevant to your position will be requested or completed within the first month of employment.
3. FGCA collects personal information for inclusion in personnel files during employment and for as long as laws require after employment ends. We comply with the Personal Information Protection and Electronics Documents Act (PIPEDA) in collecting and retaining employee personal information.
4. Work hours are on average 35 hours a week over 52 weeks per year, but are flexible, as needed to meet the requirements of the position under the FGCA annual operating plan.
5. Overtime pay does not apply. During seasonal periods, long weekdays, weekend and holiday work may be requested, but the employee has the right to refuse.
6. At the end of each 2-week period, employees are required to complete a timesheet and submit for payment within one week. Wages will not be paid without completion of a timesheet.
7. Two (2) paid time breaks are allowed in the workday, each 15 minutes in duration.
8. One (1) lunch break of 30 minutes in duration per workday that is not paid time.
9. 4% Vacation pay will be added to each pay period’s earnings.
10. All Statutory holidays are mandated plus the civic holiday in August.
11. Employees are paid bi-weekly, on Thursday by direct deposit means, requiring the employee’s banking information.

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## Probation and Termination of Employment

1. New employees will be subject to a three (3) month probationary period from the first day of employment, followed by a written review and evaluation. The FGCA, at their sole discretion, reserves the right to extend the probationary period by an additional three (3) months based on the results of the evaluation.
2. Following the probationary period the employee will qualify for the FGCA benefits program.
3. Absenteeism during any probationary period with or without reason will be considered on a case-by-case basis and can be grounds for termination.
4. An employee choosing to terminate employment will be required to provide FGCA with a written notice two (2) weeks in advance.
5. If we must terminate your employment with us, we will provide you with that length of notice or pay in lieu of notice, to which you are entitled under the Ontario Employment Standards Act. If you are terminated for cause, you will not receive any notice or pay in lieu. Cause for this purpose includes, but is not limited to, such things as willful neglect of duty or safety protocol, theft, fraud, assault or sexual harassment, excessive unexplained absences, serious insubordination, all as determined at the sole discretion of the FGCA. Refusal to sign the Terms of Employment will nullify the offer of employment with FGCA.
6. In the case of temporary layoffs, termination or other interruptions in earnings, Records of Employment (ROE) are now submitted to Service Canada electronically by FGCA. Employees may request a copy for their records.

## Behaviour and Safety

The management and supervisory staff at FGCA take employee safety seriously. It is expected and required that all employees will do the same. For all staff, the safety program starts with training in the Occupational Health and Safety Act, workplace violence and harassment, WHMIS 2015/GHS, training in regard to specific equipment, facilities, and emergency planning relative to our specific operations and your position. In certain cases, off-site training programs may be authorized and paid for by FGCA. Mandatory postings are hung in FGCA workplaces for all employees to review.

1. All employees must read the FGCA Employee Handbook and any other specific safety manuals applicable to equipment, materials or processes as directed by FGCA.
2. Each employee when working out of the office environment is responsible to provide and wear CSA-approved work boots in good condition and appropriate clothing to suit the seasonal weather and other out-of-office conditions.
3. Employees shall wear other personal protective equipment as directed by management.
4. Employees shall report all damages and injuries promptly to management.
5. Employees shall work in accordance with the Occupational Health and Safety Act.
6. Employees shall not use alcohol, cannabis or illegal drugs before or during work. Medication is permitted under a doctor’s supervision provided there is no impairment of safety or work performance.
7. Employees shall be aware of and accept that known conditions of forest employment include but are not limited to: exposure to certain potentially harmful plants and insects (i.e. allergic reactions from poison ivy, stinging nettle, ticks, etc), exposure to seasonal weather conditions and that physical conditioning is necessary for extensive walking, bending and carrying of supplies.
8. Each employee shall participate in any training courses required unless certificates of previous valid training are provided to FGCA. Due to the size of our usual workforce, we do not have a Joint Health and Safety Committee but do have an Employee Safety Officer.
9. Employees will participate in annual safety program reviews and updates and are encouraged to report issues and contribute ideas to the CEO re: the FGCA Health and Safety Policy.

**Equipment, Tools and Vehicles**

1. Employees will not modify or operate any equipment, vehicles or handle chemicals unless qualified, or until qualified to do so. Employees will report any damages immediately.

## Employment History

**First Date of Employment:** July 8th, 2024

## Employment Specifications

**Salary:** $32.96/ hour ($59,987.20/year)

**Contract End Date:** March 31, 2026

**Duties:**

Reporting to the Seed and Climate Change Program Manager, the Seed Program Coordinator is responsible for fulfilling a range of program delivery and coordination responsibilities that support the development, maintenance and communication of public online learning modules, data/GIS and Tableau products, climate change analysis projects, and assisted migration seed sourcing projects.The duties will mainly focus on supporting the FGCA’s Seed Expertise and Climate Change programs. This position also involves field work and data collection in all areas of the organization.

* Coordinate the Certified Seed Collector program including but not limited to:
  + course logistics, planning and instruction
  + virtual course and module development
  + managing the online educational platform
  + management of certified and non-certified individuals
* Assist with the development of other seed related training workshops
* Assist with the creation and utilization of Tableau workbooks for data analysis and presentation to partners and the general public
* Assist with coordination of sourcing seed for FGCA projects and partners
* Update ArcGIS geodatabases and Microsoft Access databases
* Produce maps and visualizations using ArcGIS and QGIS
* Use of ESRI tools for data collection, project presentation, and operational use
* Conduct field work and data collection at FGCA work sites located across southern Ontario
* Assist with website content creation and maintenance
* Support membership management
* Deliver presentations to clients and at conferences as required
* Support grant writing as it pertains to the seed and climate change programs
* Seek opportunities for partnership and collaboration where necessary.

## Employment Acceptance

Please sign your name and date, indicating that **you have read and understand the Terms of Employment in its entirety**. Your signature also indicates that if there were any questions regarding any of the Terms of Employment, you have had an opportunity with management to discuss and clarify these questions to your satisfaction. The signed copy is to be given to FGCA

prior to the start of employment. A blank copy is available in the FGCA office and you will be emailed a copy for your records.

**Name of Employee (printed):** STEFAN WEBER

**Signature of Employee:**

**Date:**

**Cell Phone:**

**Address:**

**Emergency Contact and Phone number:**

**Received by Employer:**

**Date:**