**BELKIN HOUSE POLICIES & PROCEDURES**

**REVIEWED: JUNE 2017**

**2.1.28 Contract Employees**

Issued By: Executive Director

Effective Date: October 01, 2008

Updated: November 1, 2013

Wherever Belkin House enters into an agreement whereby the Employee is hired under a contract, the contractual agreement will be governed by the following:

* TSA Employee Relations Policy Manual – Employment Contracts
* Collective Agreement

The contract will follow the terms set out in the TSA Operating Policy.

All Contracts, and the terms therein must be approved by the Executive Director and DHQ **before** a formal offer may be extended to the candidate.

Contract Employees are subject to ALL TSA and Belkin House conditions of employment applicable to all employees unless otherwise stated by the Executive Director.