



Hôpital Glengarry Memorial Hospital

06 February, 2007

Ms. Shelley Coleman



FIPPA
S. 21(1)

Dear Ms. Coleman:

This letter is to confirm our offer of employment for the Chief Nursing Officer position effective March 5, 2007. The following are the terms of employment:

- Salary: \$92,964; annual increases at the discretion of the CEO based on inflation and merit.
- Vacation

	After 1 yr	After 5 Yrs	After 28 Yrs
	5 weeks	6 weeks	7 weeks

Pension plan is managed by HOOP which includes all hospitals in Ontario. Benefit plan is with Cowan Wright Beauchamp and includes medical, dental, long term disability and life insurance.

We are excited to have you join our Management Team with all of your talents, vision and plans for the nursing and admitting departments.

Should you have any questions or wish clarification of the above offer, please do not hesitate to call my office. Should you accept this offer, then please sign and return one copy of this letter.

Sincerely,

Linda Morrow, C.E.O.

/sb

I accept this offer

Shelley Coleman

Date

Feb 6/07

Glengarry Memorial Hospital
Hôpital Glengarry Memorial
20260 County Road 43
Alexandria, ON, K0C 1A0
(613) 525-2222



Ms. Shelley Coleman



FIPPA
S. 2(1)

December 29, 2011

Dear Ms. Coleman:

This letter is an addendum to your offer of hire dated February 5, 2007, to confirm the increase in vacation benefits you will be entitled to as per the revised hospital policy on vacation.

As your letter of hire has superior vacation entitlement after 5 years than the hospital policy, it will not be affected. You will, however, be entitled to 7 weeks after 25 years of service rather than after 28 years as indicated in your offer. The vacation benefit increase is to ensure non-union management has equal or better than the current collective agreement benefits.

Sincerely,

Linda Morrow
Chief Executive Officer

HR file

