

## Work agreement

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**For:** Ansh Thayil

**Contract period:** 14 February 2022 – 29 July 2022

**Position name:** Research Assistant

This work agreement includes job title and description, terms and conditions, and ETCL workplace practices. The document should be signed in full to indicate acceptance of the position, terms, and practices.

### Job description

*Role description:*

This position is responsible for the following areas:

- Assisting with updates, troubleshooting, and technical development for the Canadian HSS Commons
- Assisting with the review, inventory, and migration of the ETCL servers
- Assisting with technical issues that may arise on the ETCL, INKE, DHSI, or C-SKI websites
- Other tasks as assigned, in consultation with ETCL administration

*Main team members involved:*

- **Ray Siemens** – Director
- **Alyssa Arbuckle** – Associate Director
- **Graham Jensen** – INKE Partnership Postdoctoral Fellow in Open Social Scholarship / Mitacs Elevate / Accelerate Industrial Postdoctoral Fellow in Open, Collaborative Scholarship (Arts & Humanities)
- **Tim Sobie** – Knowledge Management Technical Coordinator

### Standard terms and conditions for ETCL timesheet staff (undergraduate/certificate)

Ansh Thayil: 14 February 2022 – 29 July 2022

1. As an ETCL staff member, supported by ETCL-held funding, you are employed by Dr. Ray Siemens, ETCL Director, and paid from funds administered by the University of Victoria (UVic). Your work is accountable within the structures related to that funding and those set by your employer and is expected to be carried out to professional standards.
2. Your rate of pay from UVic is \$20.00/hour. You will comply with requirements for following an employer-determined workplan including daily and weekly reporting (generally carried out on the ETCL Basecamp system, by way of progress updates related to your workplan), and you will be paid in accordance with UVic timesheet payroll procedures for grant-funded employees. Your work-related correspondence will be carried out via institutional email account(s), property of ETCL.



**MAIL:**

Means Centre / McPherson Library, Po Box 1800 STN CSC  
Victoria BC, V8W 3H5, Canada

**COURIER:**

Means Centre / McPherson Library, 3800 Finnerty Road  
3rd Floor, Room A314, Victoria BC, V8P 5C2, Canada

3. You are responsible for providing a predetermined number of hours of work each week to be carried out on a regular schedule between the hours of 9:00am to 5:00pm Monday to Friday (other than statutory holidays and other ETCL closures) in the lab space made available to you at the ETCL. Any exceptions to this are to be requested in writing and discussed explicitly with the Director. Please note that lunch breaks are unpaid. In addition, time spent teaching and preparing for teaching/class, carrying out your own non-employment related research, and any similar activity is to take place outside of ETCL hours or handled otherwise via written agreement as below; personal activity (including online activity not related to your work) is to take place outside of this time and outside of your lab space. All matters of pertinence relating to this and to other policies are to be handled in consultation with the Director or local supervisor, and exceptions and related agreements must be confirmed in writing with the Director. If you have a question about how things are to be done, please ask the Director or local supervisor.

4. You will have access to an ETCL computer, configured by university support and yourself to meet your work requirements. The computer remains the property of the institution; it is to be used for work-related tasks and its upkeep is your responsibility. You are responsible for backing up your data on a regular basis and in accordance with agreement with the Director. Regular upload of all up-to-date work-related files on a back-up system approved by and accessible to the Director is required (typically Basecamp and/or Research Share).

5. Timesheet employees will not work overtime hours without permission in writing from the Director.

6. Subject to these terms, the term of your employment is 14 February 2022 – 29 July 2022, with the possibility of renewal. Unless renewed, your employment will terminate on the above date without any further notice or severance pay required from Dr. Siemens. The first several months of a new employee's contract is considered a probationary period, at the end of which will be a formal performance review. At this time, ETCL admin will evaluate the possibility of offering an extended contract, dependent upon employee availability, successful review of performance, and availability of funds. Continuation of the contract requires a satisfactory (acceptable) performance review.

7. Your employment may also be terminated by Dr. Siemens if:

- (a) You break your employment contract such that there is just cause for dismissal, or the result of a performance review is such that employment will not be continued;
- (b) Dr. Siemens's funding that pays your salary is terminated or reduced such that Dr. Siemens can no longer fund your position and/or Dr. Siemens gives you two weeks' notice of termination of the position; or
- (c) Dr. Siemens gives you one month's notice or pay in lieu of notice that your employment is terminated.

8. During the year, timesheet employees will not be entitled to take paid vacation. Any time off must be requested and approved in writing up to two weeks in advance of the dates being requested. Other time off not explicitly and directly related to the grant-funded research is to be taken as time off without pay. Hours missed due to time away and/or UVic/ETCL closures can be made up in the lab via advance approval with the Director and arrangement with the ETCL Coordinator.

9. Any intellectual property that you produce in all media while working for Dr. Siemens, and others, is to be considered their property. This includes any notes, tables, reports, discoveries, inventions, or any other material produced during the course of your employment. It is assumed that these materials will be shared readily with Dr. Siemens through regular archiving of these materials, typically through Basecamp and/or Research Share; it is also assumed that all code written for ETCL projects will be open source and posted to GitHub or another appropriate code repository. Your work for the ETCL will be given credit in accordance with ETCL practices, which follow the Tri-Council guidelines, and you may use any data collected by you and your notes for your own research and publications with Dr. Siemens's written consent, which will not be withheld unreasonably *and* is assumed to be granted, to you and other members of the team.

10. One month prior to the end of your term of employment, Dr. Siemens may agree to extend your employment for another fixed term; however, this will be only by mutual agreement. You have no right to an extension.

### Workplace practices

All ETCL interpersonal workplace practices strive to meet or exceed UVic workplace guidelines. By signing below, both the employer(s) and employee acknowledge that they have read and agreed to, where applicable, the expectations listed in the following documents:

“What You Can Reasonably Expect From Employees”

[http://www.uvic.ca/hr/assets/docs/hrc/expectations/What\\_You\\_the\\_Supervisor\\_Can\\_Expect\\_From\\_Employees.pdf](http://www.uvic.ca/hr/assets/docs/hrc/expectations/What_You_the_Supervisor_Can_Expect_From_Employees.pdf)

“What Employees Can Expect From You As A Supervisor”

<http://www.uvic.ca/hr/assets/docs/hrc/expectations/whatemployeescanexpectfromyouasasupervisor.pdf>

ETCL’s Orientation Package for Timesheet Staff (as provided by the ETCL Coordinator)

\_\_\_\_\_  
(signed) Contracted

Date \_\_\_\_\_

\_\_\_\_\_  
(signed) Director

Date \_\_\_\_\_

\_\_\_\_\_  
(signed) Supervisor, if other than Dr Siemens

Date \_\_\_\_\_

