



June 5, 2018

Kim Woods
8410 Van Rens St.
Metcalf, ON
K0A 2P0

Dear Kim:

Hôpital Glengarry Memorial Hospital is pleased to offer you employment in the position of Chief Nursing Officer, VP Clinical Services on the terms and conditions set out in this letter.

- 1. START DATE:** You will commence on June 11, 2018 and will continue until terminated in accordance with the provisions of this agreement set out in paragraph 7 below.
- 2. WORK SCHEDULE:** An average of 37.5 hours per week. Your work schedule may be modified in order meet the needs of the Hospital and the position.
- 3. SALARY:** Gross annual salary will currently be \$108,000, and will be renegotiated annually based on recommendation of the CEO to the Board as per the Executive Compensation Framework. Your salary will be paid to you bi-weekly, and deposited directly in to your bank account. Your salary is subject to statutory deductions as required by law and other authorized withholdings
- 4. BENEFITS PACKAGE:** The Hospital benefits package includes insured benefits, pension and vacation. You are eligible to receive employee group benefits and insurance coverage as provided under the ONA plan. Statutory holidays will be as defined in the ONA collective agreement. The pension is as per HOOP. Your vacation entitlement will start at four weeks and will increase to five weeks after five years of total service and is not subject to change irrespective to policy manual. Further increases will be in alignment with hospital policy. Vacation usage must be approved in advance by the Chief Executive Officer. You will be entitled to paid sick leave as per the 1992 HOODIP plan.
- 5. PROFESSIONAL DEVELOPMENT:** The Executive is encouraged to participate in hospital-related professional organizations and professional development. The Hospital will pay the annual membership fee for the Executive's participation in one mutually agreed upon hospital-related professional organization.



In addition, the Hospital will cover reasonable expenses associated with the Executive's attendance at professional conferences or courses for professional development including the costs of registration, travel and accommodation for such activities, authorized in advance by the Chief Executive Officer. The maximum shall be limited to \$5,000 annually. Any additional funds will be subject to approval on a case by case basis.

6. **TERMINATION OF EMPLOYMENT:** Your employment may be terminated as follows:
 - a) By you, for any reason, upon giving the Hospital four (4) weeks' advance notice in writing of your resignation. The Hospital reserves the right to waive the resignation notice period in whole or in part, by providing you with continuation of salary and all benefits for the period waived;
 - b) By the Hospital, for just cause, without notice of termination of pay in lieu of notice, or severance pay. Just cause refers to circumstances in which you act in a manner that is contrary to your obligations as an employee of the Hospital and to the terms and conditions of your employment;

7. **POLICIES:** By accepting this offer of employment, you are bound by and your employment is governed by the Hospital's Policies and Procedures. All references to the Hospital's Policies and Procedures in this letter include all of the Hospital's Policies and Procedures, rules and regulations, as may be amended from time to time by the Hospital at its sole discretion. You also agree that Hospital Policies and Procedures are subject to change to meet the needs of the Hospital and that you are expected to be reasonably familiar with them and to any changes made to them. You also acknowledge that Hospital Policies and Procedures are part of the values of the Hospital and as such, you will faithfully adhere to and comply with them.

8. **CONFIDENTIALITY:** You recognize that in your duties you will have access to personal, financial or other information that is strictly confidential. You therefore agree not to reveal this information to other persons or organization, neither during your employment here, nor once you have left the Hospital. You also recognize that revealing confidential information could lead to your dismissal.

9. **CHANGE OF DUTIES:** The Hospital reserves the right to change the duties of the position. The Hospital will provide you with notice of any substantive changes to the duties of the position before such substantive changes come into effect. It is agreed that your duties and responsibilities may be changed by mutual consent without



causing termination of this agreement, and will be amended accordingly. The remaining terms and conditions will continue in full force and effect.

10. ENTIRE AGREEMENT: If you decide to accept this offer of employment, this letter constitutes the entire agreement between you and the Hospital with respect to your employment in the position and supersedes any and all other prior agreements, written or oral, expressed or implied between you and the Hospital (or anyone acting on its behalf). All prior agreements, written or oral, between you and the Hospital about your employment in this position are with your acceptance of this offer of employment, terminated and cancelled.

Please review the contents of this offer carefully. If the terms of employment as set out in this agreement are acceptable to you, please return the signed and dated copy by email to lmorrow@hgmh.on.ca.

Please feel free to contact me should you have any questions or comments.

We are excited to have you join our management team on a permanent basis and look forward to your contribution of talent.

Sincerely,

A handwritten signature in black ink that reads "Linda Morrow". The signature is written in a cursive, flowing style.

Linda Morrow
Chief Executive Officer

Please sign below to indicate your acceptance:

A handwritten signature in black ink that reads "Jim Woods". The signature is written in a cursive, flowing style.

Date June 29, 2018