



18 December 2023

Erin Beaudin  
[REDACTED]

Dear Erin:

On behalf of the Board of Governors, I am pleased to extend an offer of employment as Vice-President, Finance and Administration and Chief Financial Officer reporting directly to the President and Vice-Chancellor at Acadia University. The following outlines the terms and conditions of employment:

Term of Appointment

- The appointment under this Agreement shall commence on January 22, 2024, and is a continuing appointment.
- This appointment may be terminated in accordance with the provisions outlined in this letter of offer.

Compensation

- Annual base salary of \$210,000, paid bi-weekly, less statutory deductions and employee benefit contributions where applicable. Any annual adjustments to salary will be subject to a yearly performance review.
- There is no compensation for overtime hours worked, other than as provided in the Nova Scotia Labour Standard Code.

Group Insurance and Pension

- Group insurance coverage for medical, dental, long term disability, accidental death and dismemberment, and life (participation in these plans is a condition of employment).
- Health spending account in the amount of \$750, prorated from July 1 for initial year of employment.
- Optional life and critical illness insurance coverage.
- Participation in the Nova Scotia Public Service Superannuation Plan.
- Your rights under these benefit plans shall be determined entirely by the terms and conditions of these plans.

More detailed information on these plans can be found on the Human Resources website:

<http://hr.acadiau.ca/benefits.html>

Tuition Discount

- Tuition discount for your spouse/dependents at the rate of 50%, subject to admission requirements, for all academic courses.

Leave Entitlements

- Sick leave at full salary for any period of up to 6 months, as approved by the University, may be used for personal illness, family illness (to a maximum of 5 days per year), or medical appointments; unused leave is not compensated.

- Annual vacation at the rate of 25 working days per year, credited at the rate of 2.083 days per month. Any vacation time earned by March 31 of a given year and not used by the following March 31 shall be forfeited unless a request to carry forward a specific amount of time as been approved by the President and Vice-Chancellor, specifying when the time is to be used.
- Paid holidays, as generally observed by the University.
- Bereavement leave of up to 5 days for any member of your immediate family and up to 3 days for any other family member.
- Emergency leave, as approved by your supervisor, up to a maximum of 5 days per incident, for a serious and unexpected situation, e.g., a house fire or a sudden medical condition.
- Unpaid compassionate leave, in accordance with *Nova Scotia Labour Standards*.

#### Recreation Facility Pass

- Complementary facility pass for yourself and immediate family.

#### Annual Performance Evaluations

- A review of your performance will be conducted annually by the President and Vice-Chancellor, the first such review being prior to the anniversary of the start of this contract.

#### Provisions for Termination of Employment

- The University may terminate your employment for just cause at any time during the term of this contract, without notice or pay in lieu of notice, and without any further liability to you whatsoever.
- The University may terminate your employment without just cause at any time during the term of this contract by providing you with a lump sum payment equivalent to six months' worth of your salary at the time of termination if you are terminated within the first two years of this contract, or with a lump sum payment equivalent to 12 months' worth of your salary at the time of termination if you are terminated after completion of two years of service. You agree that no further amounts shall be provided by the University nor claimed by you for any severance, pay in lieu of notice, or reasonable notice under the common or civil law.
- Should you choose to resign from employment with Acadia, you are requested to provide thirty days' written notice in advance of the intended termination date.

Your continued employment is contingent upon the University receiving satisfactory results of a Criminal Record Check. Please fill out and sign the Consent for the Release of Police Information Form provided and deliver it to your local RCMP Detachment.

To confirm your acceptance of this offer, you are required to:

- sign and date one copy of this letter and the position profile
- sign and date the Employee Confidentiality Agreement
- complete the New Hire Information Form
- complete the Federal and Provincial Personal Tax Credit Return forms
- complete the Group Benefits Information and Health Coverage enrolment forms

and return the items listed above, as provided, to the Department of Human Resources by December 22, 2023, after which time this offer is no longer valid.



Your first day of work will begin at 8:30 am on January 22 in the Office of the Vice-President, Finance and Administration. You will be scheduled for an online orientation session provided by the Department of Human Resources within the first week of your employment. At that time, you will be provided with more detailed information on our group insurance plans and entitlements. Should you have any questions, please contact Jennifer Veinot at [jennifer.veinot@acadiau.ca](mailto:jennifer.veinot@acadiau.ca).

Sincerely,

[REDACTED]

Jeffrey J. Hennessy, Ph.D.  
President and Vice-Chancellor

Enclosures  
cc: Human Resources

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I, Erin Beaudin, hereby confirm that I have read, fully understand, and accept the above terms, and that I have freely and voluntarily signed this contract. I also agree to abide by the University's Policies and Procedures, as listed on the Human Resources website.

The position of Vice-President Finance and Administration and Chief Financial Officer is one of trust, and in the course of carrying out and fulfilling your duties you will have access to and will be entrusted with confidential information concerning the University and individuals within the University. You strictly covenant and agree that all confidential information of the University and associated individuals disclosed to you in connection with this appointment shall be kept in the strictest confidence and that you shall not, during your employment with the University or at any time thereafter, communicate or disclose such confidential information or make use of such information for your personal use or benefit or for the use or benefit of any other person or organization.

[REDACTED]

*Signature*

*Date*

*December 20, 2023*

| For completion by Human Resources |  |
|-----------------------------------|--|
| Colleague ID                      |  |
| Position Code                     |  |
| GL Account                        |  |

