



2 December 2022

Ms. Nancy Handrigan
Vice-President, Advancement (Interim)
Office of Advancement
Acadia University
Wolfville, Nova Scotia B4P 2R6

Dear  Ms. Handrigan,

On behalf of the Board of Governors, I am pleased to extend an offer of employment as Vice-President Advancement 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 December 2, 2022 and is a continuing appointment.
- This appointment may be terminated in accordance with the provisions outlined in this letter of offer.

Compensation

- Your annual salary will be \$195,000 paid bi-weekly, less statutory deductions and employee benefit contributions where applicable. Any annual adjustments to salary will be approved in accordance with the process for annual salary adjustments for senior administrators by the Board of Governors.
- Upon appointment, you will receive a one-time signing bonus of \$15,000 in recognition of your extended period of time as Interim VP Advancement.
- Any cost of living adjustments will be in accordance with policies and approved by the Board will apply to the full amount of your annual compensation as Interim VP Advancement.
- 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 \$500, as credited on July 1, 2022.
- 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 20 working days per year, credited at the rate of 1.667 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

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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

- Complimentary facility passes for yourself and immediate family.

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 written notice or with a lump sum payment equivalent to one month's base salary per year of service to a maximum of 12 months' base salary in lieu of notice, which is inclusive of statutory notice under the Nova Scotia Labour Standards Code. If any statutory requirements for notice under the Nova Scotia Labour Standards Code provides for greater notice to you, the statutory notice shall prevail. 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 your position of Vice-President Advancement with Acadia, you are requested to provide thirty days' written notice in advance of the intended termination date.

For your information, I have attached the Position Profile that was developed for the search process in which you have been the successful candidate.

Please review the terms of the offer and sign and date where indicated below, returning a signed copy to me by no later than December 7, 2022. Once received, Human Resources will follow up with any necessary paperwork and information.

Congratulations and I look forward to working with you as a member of Acadia's executive leadership team.

Sincerely,



Peter Ricketts, B.A. (Hons), Ph.D.
President and Vice-Chancellor



I, Nancy Handrigan, hereby confirm that I have read, fully understand, and accept the above terms, and that I have freely and voluntarily signed this contract for the position of Vice-President Advancement. I also agree to abide by the University's Policies and Procedures, as listed on the Human Resources website.

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

Signature

Date

December 5, 2022

For completion by Human Resources	
Colleague ID	
Alternate ID	
Position Code	
GL Account	

