



## **Contract of Employment**

1. **Between:** **North Haven Resort**  
(Employer) Utik Lake Manitoba

**And:**  
(Employee)

2. **Term of employment**

May to September

3. **Position of Store Clerk**

**Duties may include but not be limited to:**

- To open the store and remain in the store during the hours of operation.
- To ensure the store shelves are fully stocked and the store and overstock shelves are neatly organized.
- To ensure that all guest are properly charged.
- To help out with guest services when required.
- To help out in the kitchen and dining room when required.

4. **Salary**

The Employee's Salary will be based on experience and will be paid bi-weekly.

5. **Hours of Work**

A normal work day will begin at 6:30am, the store keeper will be expected to remain in the store until guests depart for fishing at approximately 8:30am. The Store Clerk will then be expected to help out in other departments before taking a long break in the afternoon. The Store Clerk will then be expected to return to the store between the hours of 6pm and 9pm in the evening.

6. **Disciplinary Procedure**

If the Employer believes that the Employee has acted in an unfit way in the course of carrying out their duty, or the Employee brings the Employers business into



disrepute, the Employee will face disciplinary action. Disciplinary action may range from verbal or written warning to immediate dismissal of the Employee.

**7. Room and Board**

North Haven Resort will provide the Employee with housing and all meals for the duration of the contract.

**8. Notice of Termination**

Either party may terminate employment with 4 weeks written notice. There are exceptions to the rule, where notice is not required, such as when dismissal is for gross misconduct or where constructive dismissal takes place.

**9. Drug and Alcohol**

North Haven Resort has a strict policy of no drugs or alcohol for all Employees and failure to comply with this will result in immediate dismissal and termination of employment contract.

**North Haven Resort, Inc**

**Ryan Smith**  
**General Manager North Haven Resort**