



### FOR EXISTING HOURLY EMPLOYEES

<b>Date:</b>			
<b>First Name:</b>		<b>Last Name:</b>	
<b>Job Title:</b>		<b>Reporting To:</b>	
<b>Core Responsibilities:</b> Only required if responsibilities have changed			
<b>Rate/Hour:</b>		<b>Date change takes effect:</b> (mm/dd/yyyy)	
<b>Job Status:</b>			
1.	Full Time	Part Time	Casual
2.	Permanent	Temporary	
<b>If temporary, please indicate expected term:</b>			
<b>Vacation:</b> <i>As per BC's Employment Standards Act. You will receive 4% vacation pay to start.</i>			
<b>Overtime:</b> <i>As per BC's Employment Standards Act. All overtime hours must be authorized by a supervisor/manager in advance of overtime hours worked.</i>			
<b>Termination Provisions:</b> <i>As per BC's Employment Standards Act.</i>			



KAMLOOPS  
CLASSIC  
SWIMMING

**KCS property to provide:** *i.e. Office keys, Credit Card, etc..*

**Other terms and conditions:**

- Must have a completed successful criminal records check on file.

*By signing this agreement, the employee and KCS agree to the terms of employment change. By signing, the employee also acknowledges receipt of the Employee Handbook.*

<b>Employee Name:</b>	<b>Supervisor Name:</b>
<b>Employee Signature:</b>	<b>Supervisor Signature:</b>
<b>Date Signed:</b> (mm/dd/yyyy)	<b>Date Signed:</b> (mm/dd/yyyy)