BC Employment Agreement

1. Parties and prospective employment

Example Cedar Office Ltd, of 100 Example Way, Victoria BC, is the Employer. Alex Example, of 200 Sample Lane, Victoria BC, is the Employee. Subject to both parties signing a final approved agreement before any employment or prior binding offer begins, indefinite employment will start on 2026-11-16. This draft does not replace an existing employment agreement or accepted offer.

2. Position and work

The position is Office assistant. Ordinary duties are: Scheduling appointments and maintaining ordinary office records. The ordinary workplace is 100 Example Way, Victoria BC, and the reporting position is Office manager. A material change to these arrangements is not authorized merely by this document. Employment must be performed lawfully and safely, with applicable accommodation and human-rights obligations respected.

3. Ordinary schedule and breaks

Ordinary weekly working hours are 35. The intended schedule is: Monday, Tuesday, Wednesday, Thursday, Friday; 09:00 to 16:30 BC local time; thirty-minute unpaid, fully relieved meal break at 12:00; 7 ordinary working hours daily and 35 weekly. This draft assumes no more than eight working hours daily or forty weekly before applicable overtime, and no averaging agreement. The Employer must provide required breaks and time free from work. Actual hours must be recorded; required wages are not forfeited because advance overtime approval was not obtained.

4. Wages and payroll

The hourly wage is CAD 25.00, or any higher applicable minimum required by law. Proposed paydays and period cutoffs are: The 8th for the previous month 16th through month end; the 23rd for the current month 1st through 15th. Every payment is within eight days of period end. Payroll must in every case meet applicable pay-period length, payment deadlines and wage-statement requirements. Only deductions authorized by law may be made. No commission, bonus, equity, time bank or enhanced benefit arrangement is supplied by this draft. Required statutory entitlements remain payable.

5. Overtime holidays vacation and leave

Overtime and statutory-holiday entitlements are determined under applicable law; ordinary hourly pay is not inclusive of those entitlements. Vacation time and vacation pay are at least the applicable statutory amounts, including increases with service. This clause does not elect to include vacation pay in each cheque or waive actual vacation time. Statutory protected leaves and any other applicable rights continue to apply. Payroll and leave policies must be checked before this draft is adopted.

6. Conduct and ordinary confidential information

The Employee will perform lawful duties with reasonable care and follow lawful, reasonable workplace instructions. Non-public business information encountered through work must be used only for authorized work purposes and reasonably protected. This obligation does not prevent legal advice, lawful reporting, exercising employment rights, or disclosure required or protected by law. Public information and the Employee's general skills are not made confidential by this clause. No non-competition, non-solicitation or intellectual-property assignment is created.

7. Records equipment and privacy

Business equipment and records supplied for work remain subject to their lawful ownership arrangements. The parties will coordinate reasonable return of business property when employment ends, without withholding wages contrary to law. This agreement does not authorize unlimited monitoring, collection of personal information, access to personal accounts or deletion of an employee's personal records. Separate lawful privacy notices and operational safeguards must reflect actual practices.

8. No probation or limitation of termination rights

This draft establishes no probationary period, fixed employment term, automatic dismissal event or contractual cap on notice, pay, damages or other termination rights. Applicable statutory requirements and any greater rights available at common law or otherwise are not reduced by this agreement. Termination, resignation and any proposed release require assessment of the actual circumstances. There is no advance waiver of claims.

9. Review and changes

The parties should resolve all missing or conflicting terms and obtain independent advice before signing the approved final agreement. No later policy or amendment may waive mandatory rights. A proposed material change requires lawful agreement and any required consideration; this draft is not advance consent to future unilateral changes. British Columbia law applies subject to mandatory applicable law.

10. Signatures

Employer authorized signatory name and position: _____

Employer signature: _____ Actual date: _____

Employee signature: _____ Actual date: _____

Completion instructions

A prospective written agreement for one ordinary adult hourly employee working wholly in BC, before any employment or binding offer has begun. Includes ongoing work, pay, hours, vacation, statutory leaves and basic confidentiality; no termination-rights cap.

Exclude existing employment or accepted offers, salaried/exempt or union roles, federal/regulated sectors, domestic/farm/platform work, commission, bonuses, equity, immigration, probation, fixed terms, restrictive covenants, enhanced benefits and IP assignments.

Check worker/sector coverage, any earlier offer and current minimum wages, payroll dates, overtime, leave and vacation. The ordinary hourly reference must be refreshed before June 1, 2027. No probation, severance cap or IP transfer is supplied.

Read every completed clause and verify actual facts and source scope before signing or publication. No information practice, signature, witness event, consent, service, registration or enforceability is certified by this website.

The buyer can download PDF and editable Word from My Documents. Saved edits do not replace a paid original; create an explicit new version to retain both.