


December 20, 2007

Mr. Brian Allen  


Dear Mr. Allen:

**RE: OFFER OF EMPLOYMENT**

It was a sincere pleasure of having the opportunity to speak with you earlier this evening.

On behalf of the Interview Team, I am pleased to inform you that you have been selected as the successful applicant for the regular full time position of Vice President Finance and Support Services. To suggest that we are genuinely excited about you joining our leadership team would be a gross understatement. The following represents the conditions of employment, remuneration and benefits:

Date of Commencement: January 21, 2008

Classification: Vice President

Annualized Salary: \$118,450

Vacation Entitlement: 5 weeks after one year of service. This will be consistent with Human Resources Policies.

Professional Registration: Hospital will reimburse your Institute of Canadian Chartered Accountants annual fees  
Hospital will reimburse your CCHSE annual fees

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Earned Benefits:	<u>TYPE</u>	<u>HOSPITAL SHARE</u>
	Semi Private	100%
	Extended Health & Vision Rider	100%
	Dental	100%
	Group Life (3xSalary)	100%
	LTD(sick)	100%
	Pension(HOOPP) - As determined by HOOPP Administration	

\*\* The Hospital agrees to waive any waiting period

Probationary Period: 6 Months as per Human Resources Policy

Orientation: Provided by President & CEO as well as other members of the Team.

The terms and conditions of employment are also outlined by Hospital and Human Resources Policies. Upon your review and acceptance of this offer of employment, please sign, date and return to the undersigned ([tstepanuik@psfdh.on.ca](mailto:tstepanuik@psfdh.on.ca) or via fax at 613-283-8990) a copy by noon (12:00 p.m. EST) Monday, December 24<sup>th</sup>, 2007.

Congratulations and welcome to the team!

Sincerely,

Todd Stepanuik  
President & CEO

Encl.

c. Human Resources File  
Payroll File

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Acceptance Signature

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Date