

Civilian Instructor – Cadet Corps/Squadron Employment Agreement

Social Insurance Number	Surname	Given Name(s)

This agreement made this _____ day of _____, 20____, between _____, Commanding Officer of _____, (Rank and Name of Commanding Officer) _____ (hereinafter called the Commanding Officer) (Name and Number of Cadet Corps/Squadron) and _____ (hereinafter called the Civilian Instructor). (SIN and Name of Civilian Instructor)

1. The Commanding Officer hereby offers to employ the Civilian Instructor, and the Civilian Instructor hereby accepts the employment as a Civilian Instructor, for employment in _____ at the rate of pay of _____ (Name and Number of Cadet Corps/Squadron) for the period commencing on the _____ day of _____, 20____ and terminating on the _____ day of _____, 20____ to a maximum of 20 days per year unless terminated sooner as hereinafter provided.

2. The Civilian Instructor agrees to accept payment for employment at the rate of pay as set out in Queen’s Regulations and Orders for the Canadian Cadet Organizations (hereinafter called QR (Cadets)) as amended from time to time. A Civilian Instructor may perform voluntary service provided that, with the exception of the selection and screening process, said service is in accordance with the terms and conditions of CATO 23-07.

3. The Civilian Instructor agrees with the Commanding Officer to:
 - a. instruct cadets and conduct work assigned by or under the authority of the Commanding Officer diligently and faithfully during the period of the employment; and
 - b. perform such duties and instruct in such subjects as may from time to time be assigned in accordance with QR (Cadets).

4. The Civilian Instructor agrees with the Commanding Officer to abide by the applicable provisions of QR (Cadets), CATOs and other applicable DND/CF legislation, orders, directives and such other instructions as may be given by the Commanding Officer from time to time during the period of the Civilian Instructor’s employment.

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<p>5. The Civilian Instructor agrees with the Commanding Officer to keep and maintain any material issued to him/her in good state of repair and condition (fair wear and tear excepted) and shall, at the expiration of this agreement, replace or pay compensation to the Canadian Forces for the cost of repair or the catalogue value, in cases where material is declared beyond repair, for material issued that may be broken, damaged or lost. The Civilian Instructor further authorizes the Canadian Forces to receive and apply for this purpose, any pay or allowances to which the Civilian Instructor may be entitled under Canadian Forces Regulations during the period of this Agreement.</p> <p>6. Either the Commanding Officer or the Civilian Instructor may terminate this agreement by giving written notice to the other and the termination of employment shall take effect on the date of the notice.</p> <p>7. This agreement shall terminate on the date the Civilian Instructor becomes a member of the Canadian Forces or the cadet corps/squadron is disbanded or reduced to nil strength.</p> <p>8. The Civilian Instructor agrees to become acquainted with, and obey, all Canadian Forces and Canadian Cadet Organization regulations, orders and instructions necessary for the performance of his/her duties in accordance with Queen's Regulations and Orders for the Canadian Cadet Organizations article 5.40. In particular, the Civilian Instructor agrees to comply with the Canadian Forces Drug Policy as outlined in Pacific Region Cadet Instruction 119, the Canadian Forces Harassment Policy as outlined in Canadian Forces Administrative Order 19-39, the Canadian Cadet Organization's Drug and Alcohol Policy as outlined in Cadet Administrative and Training Order 13-23, and the Canadian Cadet Organization's Harassment and Abuse Policy as outlined in Cadet Administrative and Training Order 13-24.</p>	
Signature of Civilian Instructor	Date
Signature of Commanding Officer	Date
Signature of Witness	Date

Distribution

- Copy 1 – Civilian Instructor
- Copy 2 – Commanding Officer of the Cadet Corps/Squadron
- Copy 3 – Regional Cadet Support Unit (Pacific)

- NOTES:
- (1) To be completed only after the CO RCSU (Pac) has approved the Cdt #109 – Civilian Instructor – Conditional Offer of Employment.
 - (2) This form shall be reproduced locally.