[PLACE ON LETTERHEAD]

[DATE]

[FACULTY MEMBER NAME/ADDRESS]

Dear [NAME],

Thank you for submitting your Conflict of Commitment Declaration on [DATE].

I acknowledge and thank you for providing the required information concerning student(s) you are employing directly or through a company you control for outside part-time, paid professional activities. To confirm, such an outside employment relationship is not an employment relationship with Western University. You are acting separately and independently in your own capacity and not as an agent or representative of Western.

Pursuant to and in accordance with the UWOFA Collective Agreement, this letter is to remind you that acting in this separate capacity imposes certain statutory legal obligations upon you. Upon employing a student (whether directly or through a business you control and direct) you legally become the employer and you assume the legal and compliance responsibilities of an employer. You are required to ensure that you comply with all relevant employment legislation, as applicable, including but not limited to the **Employment Standards Act, 2000**, the **Occupational Health and Safety Act** and the Ontario **Human Rights Code**.

In assuming the role of an employer who employs students, you also are reposed with specific legal obligations and are therefore responsible for taking all necessary and appropriate steps to properly inform yourself as to your legal obligations as an employer. Basic information with respect to Employment Standards may be accessed here: <http://www.ontario.ca/document/your-guide-employment-standards-act-0>. The Act stipulates matters such as minimum wage, hours of work, vacation pay and vacation entitlement. If you have questions about your obligations under the Act you can also directly contact staff at the Employment Standards Information Centre by calling:

* [Tel: 416-326-7160](tel:+14163267160)
* [Toll-free: 1-800-531-5551](tel:+18005315551)
* [Toll-free TTY: 1-866-567-8893](tel:+18665678893)

Further, you are reminded that in employing a Western student pursuing an academic program, pursuant to the UWOFA Collective Agreement, you are required to ensure that this outside employment obligation on the student does not adversely affect the student’s academic progress at Western.

If you require individual legal advice, you are advised to seek and retain legal advice from an experienced lawyer in employment law with respect to your obligations as an Employer.

Yours truly,

[NAME]

Dean

cc – UWOFA Member Services Officer