

## Canadian Cadet Organizations Civilian Instructor - Regional Employment Agreement

Generalist     Specialist     Contingency

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between Her Majesty the Queen as represented by the Minister of National Defence and \_\_\_\_\_ (hereinafter called the CI).

1. The Minister hereby offers to employ the CI, and the CI hereby accepts the employment as CI, for employment at \_\_\_\_\_ (corps / squadron / training centre / activity) at the Basic IPC rate of pay of a \_\_\_\_\_ (rank equivalent to pay) for the period commencing on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and terminating on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to a maximum of 20 days per year at a corps / squadron, or in the case of a Specialist or Contingency CI, the maximum number of specialist days allocated in accordance with CATO 21-03. The CI may be employed to provide support to regional training activities and at cadet training centres; however the CI shall not be paid for more than 90 days on a cumulative basis in any single fiscal year.
2. The CI agrees to accept payment for employment at the rate of pay indicated above. The CI agrees that he/she is not eligible to receive an incidental expense allowance or any other financial benefits or allocations not specifically provided for under this agreement. A CI may provide voluntary support provided that said support is in accordance with the terms and conditions of CATO 23-07.
3. The CI agrees to instruct and supervise cadets and conduct the work assigned by or under the authority of the Minister diligently and faithfully during the period of employment; and perform such duties and instruct in such subjects as may be from time to time assigned in accordance with existing regulations, orders or instructions.
4. The CI agrees to abide by the applicable provisions of QR (Cadets), Natl CJCR Sp Gp Orders, CATOs and other applicable DND/CAF regulations, orders, directives and such other instructions as may be given by or under the authority of the Minister from time to time during the period of the CI's employment.
5. The CI agrees to keep and maintain any material issued in a 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 Armed 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 CI further authorizes the Canadian Armed Forces to receive and apply for this purpose, any pay or allowances to which the CI may be entitled under Canadian Armed Forces regulations, orders or instructions during the period of this agreement.
6. Either the Minister or the CI 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.
7. This Agreement shall automatically terminate on the date the CI becomes a member of the Canadian Armed Forces or the corps / squadron is disbanded or reduced to nil strength.

\_\_\_\_\_  
Corps / Squadron CO or Activity OPI on behalf of the minister of National Defence

\_\_\_\_\_  
Date (yyyy-mm-dd)

\_\_\_\_\_  
Name of civilian instructor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)

*Formulaire disponible en français - DND 4269-F*