

# CAO CONTRACT TOOLKIT CHEAT SHEET

1

## KNOW YOUR WORTH

Understanding what you value and your personal worth in the marketplace will assist you in your negotiations.

2

## ASSESS THE COMMUNITY & ORGANIZATION CULTURE

Culture can be a huge determining factor in moving.

3

## CONTRACT TERMS TO CONSIDER



5

## REMEMBER TO ALWAYS STAY TRUE TO YOUR VALUES.

Money isn't everything. Look at the things you value in life most and make your decision accordingly.

A

## EFFECTIVE DATE

many elements of the contract come into play before you start the job. This is important when it comes to things like moving allowance and other expenses and having a contract in place during your set up process is important.

B

## POSITION

a clear job description, adopted through Council Resolution or a CAO Bylaw ensures your job description does not change based on the political whims.

C

## TERM

is it an open (or continuing) contract or a defined term contract?

D

## REMUNERATION

know your salary bottom line and research provincial and regional salary averages and understand all the components of your salary.

E

## VACATION, ANNUAL LEAVE AND PERSONAL DAYS

Annual Leave and Personal Days – time off is important and as such stating an appropriate vacation, personal days, sick time, bereavement, etc. within your contract are necessary for clarity.

## PENSION

understand the norm in the province and region in which you are applying and do not be afraid to ask for additional pension programs.

## DISABILITY

coverage in case you need to take time off from work for an extended period is important. While you may not have much negotiating power here, it is important to understand the tax implications.

## ASSIGNMENT

while not common, there have been amalgamations in the Country. Understanding how your role will be impacted by a potential amalgamation may be important.

## TERMINATION OR RESIGNATION

possibly the most important clause in your contract, this clause protects you, your reputation and that of the organization where you are working.

## ANNUAL PERFORMANCE REVIEW

this is an opportunity to address any issues from both sides, to celebrate successes from the past year and address any barriers you may be experiencing.

## HOURS OF WORK

CAOs work long hours and as such consideration for that overtime should be built into your contract.

## AUTOMOBILE

this can be in the form of the use of a fleet vehicle, a vehicle allowance or a dedicated vehicle for the CAO.

## MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

membership in professional associations is very important to your current and future career path. A budget for the payment of these fees is something you may want to build into your contract.

## RESIDENCY AND RELOCATION

while an organization is not legally allowed to require you to relocate and reside in their community, there are still many organizations that have this in their contracts. Knowing your legal rights, your values and how.

## COMPUTER EQUIPMENT AND RETURN OF MATERIALS

as CAO you need to be accessible and in communication with the community at all times. The setup within your home office may be something you want included within your contract.

## OUTSIDE EMPLOYMENT

if you plan on doing any outside contracting, ensure this is clearly laid out so if issues arise, you are covered.