

GUIDE

For

PRINCIPAL INVESTIGATORS

and

INDIVIDUALS

ENGAGED IN

FUNDED RESEARCH

WHAT IS THE PURPOSE OF THIS GUIDE?

This GUIDE contains information that will be helpful to principal investigators and individuals engaged in funded research. Relevant legislation and applicable University policy and procedures are summarized. The information contained in this GUIDE is intended to facilitate and support research activities by providing researchers with a directory of important issues to assist in avoiding costly errors in time and energy. Please read this guide carefully and keep it for future reference.

WHO SHOULD FOLLOW THIS GUIDE?

All individuals responsible for determining who will be engaged in any position paid primarily from Specific Purpose Funds, Trust and Endowment Funds and from Sponsored Research Funds, are responsible for ensuring that relevant policies and procedures are followed and legislative requirements met.

HOW TO USE THIS GUIDE?

This Guide is organized by functional area such as recruitment, immigration, salaries & wages, benefits, payroll, etc., and not by the type of personnel i.e. Research Scientists, Research Assistants, Student Assistants, etc... The reason for this strategy is that most of the policies and procedures in the GUIDE apply to all personnel and where there are differing practices, they are noted.

RESPONSIBILITIES

The Principal Investigator, the Funding agency and the University all have a role in the administration of research and other grants and contracts. The University is responsible for establishing appropriate policies, controls and systems to ensure that the policies and regulations of the various funding agencies are followed. Principal investigators can authorize expenditures of these funds consistent with: all terms & conditions of the award, all regulations of the sponsoring agency, allowable expenditures & approved budgets, federal & provincial statutes and applicable university policy & procedures.

INQUIRIES AND COMMENTS

This GUIDE has been prepared by the Human Resources Division in conjunction with the Office of Research Services and various other members of the University community. Inquiries and comments relating to the contents of the GUIDE should be directed to the Human Resources Division.

The policies, practices and procedures presented in the GUIDE are as current as present information sources allow (April 1998).

Last Revised 98/04/15

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DIRECTORY OF ONLINE RESOURCES

COLLEGE / DEPARTMENTS / OTHER AGENCIES	REFERENCE	WEB ADDRESS
Graduate Studies & Research	Graduate Awards Guide	http://www.usask.ca/cqsr/awards/index.htm
	Intellectual Property for Grad Students (Draft Policy)	http://www.usask.ca/avpr/ors/mission/ip.html
Human Resources Division	Employment Opportunities	http://adminsrv.usask.ca/HRDivision/employment.htm
	GUIDE For Principal Investigators & Individuals Engaged in Funded Research	In preparation
	Home Page	http://adminsrv.usask.ca/hrdivision/default.htm
	Holiday Schedule	http://adminsrv.usask.ca/HRDivision/important_dates/holiday_schedule.htm
Office of the Registrar	Undergraduate Awards Guides	http://www.usask.ca/registrar/awardsguide/
HS&E	Health, Safety & Environment	http://www.usask.ca/ohs/
	Safety Training Courses	http://www.usask.ca/ohs/
Payroll	Cutoff and Pay dates	http://adminsrv.usask.ca/HRDivision/important_dates/cutoff_pay_dates.htm
Research Councils	Medical Research Council of Canada	http://wwwmrc.hc-sc.gc.ca/
	NSERC	http://www.nserc.ca/
	SSHRC	http://www.sshrc.ca/
Revenue Canada	Income Tax Act, Interpretation Bulletin	http://www.rc.gc.ca/E/pub/tp/i75r3et/i75r3e.txt.html
University Archives	Records Retention and Disposal	http://www.usask.ca/archives/financindex.html
University of Saskatchewan	Home Page	http://www.usask.ca/

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SECTION 1 – GLOSSARY OF TERMS

1.1 FUNDING SOURCES

Endowment Fund

This fund is composed of bequests and gifts received by the University, the principal of which must be maintained intact or applied to the purpose of the fund. Normally, only the income generated by these assets is available for expenditures.

Trust Fund

This fund includes resources which have been given to the University as trustee, generally from external sources, to be administered as directed.

Special Purpose Fund

This fund includes all resources which have not been classified within any other fund and are to be administered according to the purpose for which the account was established.

Sponsored Research Fund

This fund includes funds to support research paid both in the form of a grant or by means of a contract, from sources external to the University, as well as funds transferred from specific purpose and trust for research purposes.

Information

Accounting Services

4626/8303

1.2 RESEARCH PERSONNEL

Personnel responsible for or engaged in funded research generally fall into one of the categories defined below.

If you are uncertain of the appropriate designation, while it may initially seem less expensive and more expedient to simply guess, it is usually more costly in the long run. It is important to properly determine the nature of the payments being made as this information is used to report to Revenue Canada and helps ensure that individuals are paid equitably and treated fairly. It is important that all individuals be paid correctly and that they receive all the benefits to which they are entitled.

Post Doctoral Fellows (Under Review)

Principal Investigator

An individual who has primary responsibility for the intellectual direction of the research and who assumes administrative responsibility for the funds.

Professional/Research Personnel, including:

Professional Research Associate, Research Scientist, Senior Research Scientist, Professional Associate I, II, III
* Titles are under review.

These individuals have advanced degrees, as well as training and experience beyond the post-doctoral level. They are generally appointed as project collaborators or

senior supervisory and / or professional staff. Professional Research Associates, Research Scientists and Senior Research Scientists usually participate directly in research programs while Professional Associates tend to participate in service or other programs not specifically related to research.

Payments made to Professional Research Personnel are regarded entirely as employment income and as such are subject to Canada Pension Plan and Employment Insurance Commission deductions or benefits.

Administrative Research Personnel, including:

Research Assistants, Research Officers, Research Engineers, Research Coordinators

These individuals generally require a minimum of a bachelor's or a master's degree. Their involvement in research activities will range from discussion and input into the design of the experiment and collection and interpretation of data to the design and analysis of the experiment and the writing of papers and conclusions.

Payments made to Administrative Research Personnel are regarded entirely as employment income and as such are subject to Canada Pension Plan and Employment Insurance Commission deductions or benefits.

Research Support Personnel:

Technical, including:

Research Technical Assistants, Research Technicians

These individuals perform a variety of technical services of limited variety and complexity in the labs and workshops to a wide variety of tasks and supervisory responsibilities requiring judgement, special knowledge, training and experience. Training will vary from none or minimal training to formal training in a variety of fields.

Clerical, including:

Research Clerks, Research Clerk Stenographers

These individuals perform a variety of clerical tasks and office work. The training requirements will vary from basic typing and data entry skills to recognized courses in word processing, bookkeeping, elementary accounting and shorthand depending on the level and complexity of the work performed and supervisory responsibility.

Payments made to Research Support Personnel are regarded entirely as employment income and as such are subject to Canada Pension Plan and Employment Insurance Commission deductions or benefits.

Students:

Awards to undergraduate and graduate students vary as does award nomenclature. As such, no institutional definitions can be arrived at and applied with consistency. Thus, how an award is named is not necessarily indicative of what the award really is.

The only way one can be sure whether a particular award is a scholarship, fellowship, bursary, assistantships, stipend etc is to look at the terms of reference.

This is important since the nature of the award determines how the payment should be treated for income tax¹ purposes and whether it is pensionable and insurable.

The Office of the Registrar publishes the *Undergraduate Awards Guide for Entering Students* and the *Undergraduate Awards Guide for Continuing Students* (formerly the *Awards Bulletin*) which list scholarships, bursaries, prizes, medals and loan funds which are available at the University of Saskatchewan. Copies of the *Undergraduate Awards Guides* may be obtained on request from the Office of the Registrar or viewed online at:

<http://www.usask.ca/registrar/awardsguide/>.

The College of Graduate Studies and Research also publishes a separate *Graduate Awards Guide* (formerly the *Post Graduates Awards Bulletin*). Copies are available from the College of Graduate Studies and Research or can be viewed online at:

<http://www.usask.ca/cgsr/awards/index.htm>.

Bursaries & Scholarships¹

Scholarships and bursaries are amounts paid or benefits given to students to enable them to pursue their education. They usually apply to post secondary level or beyond, such as at a university, college, technical institute or other educational institution. These awards assist the student in proceeding towards a degree, diploma or other certificate of graduation. Normally, a student is **not expected** to do specific work for the payer in exchange for a scholarship or bursary. Normally a competition is held and the primary criterion for selection of recipients of scholarships is generally academic achievement.

Bursaries are awards whereby financial need is generally the primary selection criterion and satisfactory academic achievement a secondary criterion.

Scholarships excluding the first \$500 are considered taxable income. No deductions for social programs are made (pension, employment insurance). Scholarship recipients are not eligible to receive employment insurance benefits, such as maternity or parental benefits, nor can they contribute to RRSPs.

Fellowships¹

Fellowships are similar to scholarships and bursaries in that they are amounts paid to persons, to enable them to advance their education. The recipient is generally a graduate student and the payer is generally a university, charity, or similar body. Fellowships are generally awarded for doctoral studies and post-doctoral work.

For income tax purposes, the treatment depends upon the primary purpose for which the fellowship was granted as determined by reference to the terms and conditions attached to the award. If the primary purpose of the award is to further the education and training of the recipient in his or her individual capacity, such as studying for a doctoral degree, the award is treated like a scholarship, even though research is undertaken as a means to achieve that purpose. On the other hand, if the primary purpose of the award is to carry out research for its own sake (e.g. to further knowledge in a particular field by discovering new facts, or by reinterpreting existing knowledge), the award is not considered to be a fellowship. Where the recipient's education and training is also furthered by such research, such a benefit does not invalidate the primary purpose of the grant provided the benefit can be considered to be a secondary purpose of the award or an inevitable but incidental benefit.

Graduate Student (Research) Assistantships¹

Graduate Student Assistantships are a form of financial assistance. They entail a collaborative relationship in a particular field of research. Graduate Student Assistantships are most often allocated by principal investigators in consultation with departments and colleges in which graduate programs are offered. Students must be fully-qualified, full-time students with training and knowledge in the field of research and an interest in pursuing some aspect of it for the research component of their graduate program.

As a condition of receiving the Assistantship, the student may agree to do some teaching, marking, demonstration or research. Their role in the research activities should be designed to provide them with meaningful research training which is complementary to their academic training. (Note: Where the funding source is a research grant or contract, service requirements are normally restricted to research only. It is important to ensure that the funding agency allows the type of expenditure, i.e. NSERC does not support teaching duties).

Where the student agrees to provide such services, part of the payment should be paid as a fellowship and the remainder as remuneration for the performance of the duties. These two parts are treated differently for tax purposes, one is treated as fellowship income the other as employment income. (e.g. Graduate Teaching Fellowships, Graduate Service Fellowships, University Graduate Scholarships - with service component). The amount of the assistance that should be considered as employment income should be equal to the fair market rate for similar services rendered by a person not in receipt of such an assistantship (refer to the Schedule

¹ Interpretation Bulletin, Income Tax Act: Scholarships, Fellowships, Bursaries, Prizes, and Research Grants, No. IT-75R3 (October 4, 1993)

The bulletin discusses the taxation of scholarships, bursaries, prizes and research grants, and the differences between these types of receipts. Depending on the nature and circumstances of the payment, the bulletin explains how each should be treated for tax purposes, including what amounts must be included in income, what amounts may be excluded and the deductibility of related expenses.

of rates: Graduate and Undergraduate Student Assistants - **Appendix XIV**).

Graduate Student (Research) Stipends¹

Graduate Student Stipends are essentially the same as Graduate Student Assistantships in that they are also a form of financial assistance that entails a collaborative relationship in a particular field of research.

Graduate Student Stipends are generally allocated by principal investigators in consultation with departments and colleges in which graduate programs are offered. Students must be fully-qualified, full-time students with training and knowledge in the field of research and an interest in pursuing some aspect of it for the research component of their graduate program.

However, unlike Graduate Student Assistantships, separate payment of the fellowship and employment components of the financial assistance has not been provided for. Revenue Canada stipulates that where separate payment of the fellowship and employment components have not been provided for, the whole amount paid to the student be paid as employment income since the terms of the agreement require the student to render service in return for the payment.

Student Assistants (Graduate/Undergraduate)

These persons are enrolled in an undergraduate or graduate degree program. The duties allocated generally include laboratory or classroom demonstrating, marking and supervision of course assignments, and assisting with research projects related to the academic program.

Payments to Undergraduate Student Assistants and Graduate Student Assistants are regarded entirely as employment income and as such are subject to Canada Pension Plan and Employment Insurance deductions or benefits. Refer to the Schedule of rates: Graduate and Undergraduate Student Assistants [**Appendix XIV**].

Volunteers

Volunteers are individuals who have agreed to participate in a project/activity of their own free will. Section 12 of this GUIDE addresses volunteers.

SECTION 2– TERMS OF ENGAGEMENT

2.1 RESPONSIBILITIES

Principal investigators acting within the sponsor's regulations, federal and provincial statutes, and applicable University policies and procedures are responsible for

recruitment, selection, appointment, evaluation and dismissal. However, Department Heads also have responsibilities in the administration of University research and other policies such as safety, research ethics, animal welfare, biosafety, space and equipment management etc...

As a partner in the administration of funding, the University is responsible for establishing appropriate policies and controls and principal investigators are required to conform to the standards, practices and policies of the University.

2.2 RECRUITMENT

The principal investigator and/or where appropriate the University administrative unit (college, department, division, centre, institute), with which the appointee will be associated, is responsible for recruitment in the regular way. If you require further information on recruitment, contact the designated resource person in the Human Resource Division for further details (see directory).

Advertising Services

The Human Resources Division offers a weekly posting service. Postings must be received no later than noon on Friday to be posted the following Wednesday at noon to the job line, the designated bulletin boards on campus and the Human Resources Division Web site at: <http://adminsrv.usask.ca/HRDivision/employment.htm> .

Information

<i>Postings (HRD)</i>	6291
<i>Job Line (HRD)</i>	6289

What wording must be included in job advertisements?

Consistent with the requirement of the Federal Contractors Program, the University has implemented an Employment Equity Program. As such, all internal and external advertisements must include the following statement:

"The University is committed to Employment Equity. Members of Designated Groups (women, aboriginal people, people with disabilities and visible minorities) are encouraged to self-identify on their applications."

Applicant Pool

The Human Resources Division maintains a file of resumes from members of designated groups. To facilitate placement of these individuals and achievement of employment equity goals, principal investigators are encouraged to access this file as part of the recruitment process.

¹ Interpretation Bulletin, Income Tax Act: Scholarships, Fellowships, Bursaries, Prizes, and Research Grants, No. IT-75R3 (October 4, 1993)

The bulletin discusses the taxation of scholarships, bursaries, prizes and research grants, and the differences between these types of receipts. Depending on the nature and circumstances of the payment, the bulletin explains how each should be treated for tax purposes, including what amounts must be included in income, what amounts may be excluded and the deductibility of related expenses.

*Information**Casual Pool (HRD)*

6273

Application Requirements

Individuals being considered for a position should be requested to provide at least a resume/ curriculum vitae of their qualifications and experience. Reference letters may also be requested.

1. **Interpretation Bulletin, Income Tax Act: Scholarships, Fellowships, Bursaries, Prizes, and Research Grants, No. IT-75R3 (October 4, 1993)**

The bulletin discusses the taxation of scholarships, bursaries, prizes and research grants, and the differences between these types of receipts. Depending on the nature and circumstances of the payment, the bulletin explains how each should be treated for tax purposes, including what amounts must be included in income, what amounts may be excluded and the deductibility of related expenses.

Confidentiality

Resumes and employment applications should be treated as confidential documents and used only for the purpose for which they were obtained. Resumes for successful applicants should form the basis of the individual's file. Resumes for unsuccessful candidates should be carefully destroyed.

2.3 SELECTION & PLACEMENT [Appendix I, II, III]

The responsibility for choosing the most appropriate applicant for the position rests with the principal investigator or where applicable, the dean (designate), department head or a committee.

Application Forms and Interview Guide: [Appendix I]**What can be asked on an Application or in an Interview?**

Section 19 of *The Saskatchewan Human Rights Code* prohibits asking a job applicant for particulars about race, creed, religion, colour, sex, marital status, disability, age, nationality, ancestry, sexual orientation, family status, receipt of public assistance or place of origin of an applicant, verbally or in written form, during the hiring process.

A distinction must be made between inquiries before and after the hiring. In some cases, questions which can not be asked before, can be appropriately asked after hiring.

Information

For more information about what questions are lawful to ask before and after hiring, accommodating special needs, medical test and exemptions:

*Refer to **Appendix I** or contact*

Employment Equity Coordinator (HRD) 6325

Fair Hiring Practices [Appendix II]:**What policies impact hiring practices?**

In all cases the principal investigator must ensure that all selection decisions are in compliance with the University's policy on Fair Hiring Practices **[Appendix II]**.

This policy requires hiring officials (principal investigators) to disclose any personal association they may have with prospective appointees which could be seen by an independent observer as creating a potential conflict of interest or as a cause for favorable treatment. Such personal associations are to be interpreted broadly and should be defined to include third -party relationships where a reasonable person might question the existence of favoritism. The onus to ensure that practices are fair rests with each member of the University community responsible for determining which candidate will be put into any position within the University structure. Where the existence of favoritism may be questioned, a selection process, such as a search committee, should be implemented that will focus on the selection of the most appropriate candidate, regardless of relationship. Due to the great diversity in the relationships with in the units of the University, the authority to determine the most

appropriate selection process to avoid favoritism or the perception of favoritism may vary.

Information

Associate Vice-President (Human Resources) 6285

Employment Equity Program

Consistent with the requirement of the Federal Contractor's, the University has implemented an Employment Equity Program which has also been approved by the Saskatchewan Human Rights Commission.

The plan consists of measures for the identification and removal of artificial barriers to the selection, hiring, promotion and training of members of the following groups: women, aboriginal peoples, persons with disabilities and visible minorities. The University of Saskatchewan is committed to achieve and maintain a fair and representative workforce.

Every vacancy should be considered an opportunity to achieve employment equity goals. Therefore, if the applicant pool contains qualified candidates from one or more of the designated groups, and that group(s) is underrepresented at the unit or university level, preference is to be given to that candidate.

What Employment Equity forms need to be completed? [Appendix III]

In the University's efforts to meet its commitment, all hiring officials (principal investigators) are required to complete the "Employment Equity Recruitment & Selection Data" form **[Appendix III]**.

The "Employment Equity Recruitment & Selection Data" form must be completed for all appointments of research personnel that will extend for 4 months or more with the exception of students and casual/hourly paid personnel.

This form must accompany all other material (refer to Section 11.5 – checklist and Section 2.7 - Appointments) that is submitted to the Human Resource Division.

Information

Employment Equity Coordinator (HRD) 6325

Minimum Age:**How old must a person be to work in an educational institution?**

Section 8 of *The Minimum Wage Board Orders* states that the minimum age at which someone can work in an educational institution is 16 years of age.

2.4 IMMIGRATION

All appointments of non-Canadians must comply with *Citizenship & Immigration Canada* regulations. Immigration regulations change on an irregular basis, and great care should be taken in making any offer or before

providing any financial support to an individual who is not a Canadian citizen or a Permanent Resident. Questions relating to the current status of immigration rules should be directed to the Human Resources Division:

Information
Immigration (HRD) 6277

Recruitment of non-Canadians

What should be considered when interviewing Non-Canadians?

Non-Canadians travelling to the University for an interview may need to obtain a visitor's visa in order to enter Canada. Visitors who do not have such a visa could be detained at the port of entry or refused admission to Canada. Sponsors of individuals travelling to Canada should verify whether an entry visa is required or ensure that the candidate has inquired at the nearest Canadian Consulate.

Information
Immigration (HRD) 6277

Selection & Placement of Non-Canadians

It is the responsibility of all hiring officials (principal investigators) to ensure that foreign candidates are properly documented. If workers are hired who are not permitted to work in Canada or whose Employment and/or Student Authorization has expired or is not appropriate for the position being offered, both the hiring official and the worker are subject to prosecution.

Where a foreign candidate is being considered, all offers should be conditional upon the candidate obtaining the necessary immigration clearance in order to accept the position. The candidate should also be advised at this time to make application for a Social Insurance Number (Refer to Section 2.6 – Conditional Offers).

Information
Social Insurance Number Applications:
Human Resources Development Canada 306-975-5379
101 22nd St E, Saskatoon, Sask S7K 0E2.

Non-Canadians, who are not students

It is a legal requirement that Canadians or Landed Immigrants/Permanent Residents be given first opportunity for positions for which they are qualified and available. Hiring officials are required to provide information and/or evidence that a suitably qualified Canadian citizen or Landed Immigrant/Permanent Resident is not available.

If in conducting a search, you wish to consider foreign candidates, please contact the resource person in the Human Resources Division before proceeding further. A procedural error at this stage could jeopardize a later application for immigration clearance.

Information
Immigration (HRD) 6277

Non-Canadians, who are Post Doctoral Fellows (In Preparation)

Information
Immigration (HRD) 6277

Non-Canadians, who are Spouses of full-time students

Spouses (defined as legally married) of full-time foreign students may obtain an Employment Authorization to work in any capacity by any employer anywhere in Canada, without regard to citizenship. The authorization period corresponds with the duration of the foreign student's visa and a duration specified by *Citizenship and Immigration Canada*.

Information
Immigration (HRD) 6277

Non-Canadians, who are registered as students:

International students cannot engage in any activity until they have received the appropriate Student and/or Employment Authorization.

Full-time Students

Federal Immigration regulations allow full-time students to work in any capacity at the University at which they are registered. There is no requirement that preference be given to Canadian citizens or Landed Immigrants/Permanent Residents over non-Canadians. Hiring officials may choose the most qualified candidate, regardless of citizenship. Please note this only applies to full-time students. This policy is intended to create a positive atmosphere for international students in Canada and to enable these students to acquire experience outside the classroom and help broaden their knowledge and appreciation of Canada's technological capacity.

International Students do not require an Employment Authorization to work on the 'campus' of the University at which they are registered full-time. They only require a Student Authorization.

At the University of Saskatchewan a full-time student is defined as one who is registered for 18 credit units during the period September to April. *Citizenship & Immigration Canada's* definition of 'on campus' is in facilities owned, leased, or rented by the educational institution.

Students may perform work in any capacity (e.g. student assistant), or may work for any private business located on the campus at which they are registered as a full-time student (e.g. the catering company which services the cafeteria).

Full-time students who are planning to continue as full-time students in the fall of the following academic year may work 'on campus' during the summer period under their current Student Authorization.

Part-time Students

Part-time students appointed to work 'on campus' require both a Student Authorization and an Employment Authorization from *Citizenship & Immigration Canada*. It is also the hiring official's responsibility to advise the student to obtain an Employment Authorization if their status changes from full-time to part-time, or if the work location changes from 'on campus' to a location off campus. In these cases, a copy of the valid Employment Authorization must be forwarded to the Human Resources Division.

Information

Immigration (HRD) 6277

Non-Canadians, students who have just completed their degree International students who have graduated from the University may obtain an Employment Authorization to work in Canada on a full-time basis for one year, without regard to citizenship, if the position is in a field related to the student's area of study and a type for which Canadian graduates in the same course of study would normally be recruited for, and they commence employment within 60 days of meeting graduation requirements.

Information

Immigration (HRD) 6277

Landed Immigrants / Permanent Residents

There are no restrictions on the employment of Landed Immigrants/Permanent Residents.

Information

Immigration (HRD) 6277

Obtaining a Student and/or Employment Authorization

All applications for Authorizations which are initiated within Canada are handled by mail-in applications to the Case Processing Center in Vegreville, Alberta.

The processing time for application is approximately 30 days. However, individuals applying for a new authorization are urged to apply as soon as possible. Those requiring renewals are strongly encouraged to apply well in advance of the expiration of their existing authorization to ensure that their status in Canada is not jeopardized and that their salary is not interrupted or delayed.

Principal investigators are urged to ensure that individuals requiring Student and/or Employment Authorizations have the required documentation to make application for these documents prior to their arrival.

Information

Student and/or Employment Authorizations Application kits: Citizenship & Immigration Canada, Saskatoon 975-4711

International Students Advisor's Office 4923

Processing Fees

Processing fees are charged by *Citizenship & Immigration Canada* for all employment, student and permanent resident applications/renewals. These fees are substantial. Rates should be confirmed with *Citizenship & Immigration Canada*.

Information

Citizenship & Immigration Canada, Saskatoon 975-4711

2.5 INTELLECTUAL PROPERTY [Appendix IV]

What is Intellectual Property?

Intellectual property is the term used to describe the creative results of research and scholarly activity which may have immediate value or value upon further development and commercial use or production. It may take various forms, such as, patentable discoveries and inventions, copyrightable works (books, painting, photographs, computing software, graphics, etc.) non-patentable technical know-how and trade secrets.

Who is required to sign a "Memorandum of Agreement" regarding Intellectual Property? [Appendix IV]

On appointment, all Professional, Administrative and Research Support Personnel engaged in funded research are required to sign a "Memorandum of Agreement" with the University to share in the financial or other benefits derived from the use of any discovery or invention which they may conceive or participate in. The policy and procedures embodied in the "Memorandum" apply to those inventions and discoveries arising from an individual's duties at the University or which are made using University equipment and facilities.

Two copies of the "Memorandum" [Appendix IV] must be signed by the individual and a witness. These original copies should then be forwarded to the Human Resources Division along with all other required documents outlined in Section 11.5 of this GUIDE. Once they are received by the Human Resources Division, the copies will be forwarded to the Board of Governors for signature and then one copy will be returned to the individual and the other retained by the Human Resources Division (See also Section 2.7 – Appointments).

Information

Research Personnel who have questions relating to Intellectual Property rights and the "Memorandum of Agreement" should consult with the:

Office of Research Services 8576

Graduate Students can obtain more information about Intellectual Property developed as part of their Graduate Program and/or co-developed with faculty and staff members by referencing the DRAFT POLICY at:

<http://www.usask.ca/avpr/ors/mission/ip.html> or by contacting:

Graduate Studies and Research 5751/5752

Office of Research Services 8576

2.6 LETTERS OF OFFER [Appendix V, VI, VII, VIII, IX]

When should an offer be made in writing?

While casual and short-term appointments are frequently offered and accepted verbally, continuing long-term appointments should be offered and accepted in writing.

Offers for casual, term and without term appointments to all research personnel should, at a minimum, be made in writing where the appointment will extend for **4 months or more**.

Students offered Graduate Student Assistantships and Graduate Student Stipends should **always** be given a written "Letter of Offer" regardless of the how long the support will extend.

Students awarded Bursaries, Scholarship, and prizes outlined in the *Undergraduate Awards Guides* (formerly the *Awards Bulletin*) published by the Office of the Registrar and the *Graduate Awards Guide*, (formerly the *Post Graduates Awards Bulletin*) published by the College of Graduate Studies and Research will be notified by the appropriate awarding committee.

What should be included in the written "Letter of Offer"?

The written offer to Professional, Administrative & Research Support Personnel and Student Assistants should state: the position offered with a summary of its duties and responsibilities, the terms and conditions of engagement including the salary offered, the starting date, the expected hours of work, vacation and other benefits; any immigration, educational, legal qualifications, professional designation or license or other conditions that must be fulfilled and a request for a written acceptance.

The written offer for Graduate Student Assistantships and Stipends should specify: the terms and conditions of engagement including the amount of the award, the period covered and any other conditions that must be fulfilled (i.e. full time student status, minimum academic standing etc.) and where appropriate a request for a written acceptance.

Important note! Conditional offers

Certain circumstances may require that a conditional offer be made to the successful candidate.

- Where the appointment must be endorsed by hiring officials other than the principal investigator, a conditional offer must be made. The written offer must include the following statement: "This offer and any agreement arising out of this offer is subject to the condition that it be approved and signed by (the individual or individuals which you require to approve and sign it) and in the event that this condition is not fulfilled or performed, this offer and any agreement arising under it shall be null and void and of no effect whatsoever" (refer to Section 2.7 for further details).
- Where a foreign candidate is being considered, all offers should be conditional upon the candidate

obtaining the necessary immigration clearance in order to accept the position. The offer should include a statement that advises that work will begin on the date specified or the date of the immigration clearance.

The candidate should also be advised at this time to make application for a Social Insurance Number. *Applications can be made at:*
Human Resources Development Canada
101 22nd St E, Saskatoon, Sask S7K 0E2
(306-975-5379).

- In addition, a conditional offer must be made, where a candidate must obtain other documents (i.e. license, professional designation, etc...) before work can begin.

Information

Compensation & Leaves (HRD)

<i>Professional, Administrative & Support Personnel</i>	6266
<i>Students</i>	6278
<i>Post Doctoral Fellows (Office of Research Services)</i>	8514

Where can some sample Letters of Offer be found?

Refer to the templates provided:

- Appendix V :** Full time and Regular Part Time, Professional, Administrative, Clerical & Technical Personnel
- Appendix VI:** Casual and Hourly Paid Personnel
- Appendix VII:** Full time and Regular Part Time, Summer Student Assistants
- Appendix VIII:** Graduate Student Stipends
- Appendix IX:** Graduate Student Assistantships

2.7 APPOINTMENTS

Approvals Required

What appointment procedures must be followed?

Please note, a failure to submit any of the required documentation may result in delays in processing.

Professional Research Personnel, including:

Professional Research Associate, Research Scientist, Senior Research Scientist, Professional Associate I,II, III

* Titles are under review.

Without Term and Term Appointments

Half time or greater of **6 months or more**:

1. The principal investigator is responsible for recruitment in the regular way.
2. Once a candidate has been recommended,
 - a) a written "Letter of Offer" [**Appendix V**] should be prepared and
 - b) an "Employment Equity Recruitment and Selection Data form [**Appendix III**] completed by the principal investigator and/or the head of the department and/or the dean (or designate) of the college with which the appointee is to be associated.

The offer must be made conditional upon the endorsement of the Dean or designate and the Vice President (Research). The following statement must be included in the offer: "This offer and any agreement arising out of this offer is subject to the condition that it be approved and signed by the Dean (or designate) and the Vice President (Research) and in the event that this condition is not fulfilled or performed, this offer and any agreement arising under it shall be null and void and of no effect whatsoever".

If the candidate is not a Canadian citizen or permanent resident, the offer should also be made conditional upon the candidate obtaining the appropriate documents. Offers should also be conditional where other documents such as a license or professional designation must be obtained.

In addition, a description of the recruiting activities (where and when the position was advertised, any contacts made with other Canadian institutions) should be provided. The number of applications received from Canadian citizens/ permanent residents and the reason(s) why these candidates were not selected must be indicated. If the candidate is not a Canadian citizen, contact the Human Resources Division before conducting your search (Section 2.4 – Immigration).

3. The conditional offer should then be signed by the:
 - Principal investigator
 - Department head
 - Dean or director
 - Candidate

4. The written "Letter of Offer" (Section 2.6), along with the "Employment Equity Recruitment & Selection Data form" (Section 2.3), a completed Job Information Form (Section 11.6), the candidates curriculum vitae, letters of reference, two signed copies of the "Memorandum of Agreement" and other documents pertinent to the appointment (Section 11.5 – New Hires Checklist) should then be forwarded to the Office of the Vice President (Research) for endorsement.

Note: Principal investigators are encouraged to extend fringe benefits, where funding permits, to all eligible research personnel (Section 6.2). Where benefits are offered, all documentation (Section 11.5, 11.6) should be prepared at least 3 weeks prior to the date of hire regardless of the payroll cutoff date (Section 11.2).

5. The Office of the Vice President (Research) will review the appointment for consistency with general University policies and will notify the department/college of its decision.

6. Once the appointment has been endorsed by the Vice President (Research), that office will forward

the documentation to the Human Resources Division. The Human Resources Division will process the appointment and report it for information to the Board of Governors.

NEW: The written "Letter of Offer" [Section 2.6, Appendix V] and the "Employment Equity Recruitment & Selection Data form" [Section 2.3, Appendix III] shall replace the "Recommendation for Appointment form" [Appendix X] that was previously required. This process change has been initiated to address the concerns of various funding agencies and to clarify the terms and conditions of engagement of those individuals participating in funded research.

Appointments of less than 6 months

The appointment process is identical to the above except that the appointment does not require the approval of the Vice President (Research).

The written offer does not have to be made conditional upon the endorsement of the Vice President (Research). All the required documentation listed in point 4 above can be forwarded directly to the Human Resources Division for processing.

Note: The "Employment Equity Recruitment & Selection Data form" (Section 2.3) and copies of the candidates curriculum vitae are not required for casual/hourly paid personnel and for appointments of less than 4 months.

Information:

<i>Compensation & Leaves (HRD)</i>	6266
<i>Office of the Vice President (Research)</i>	8514

Administrative Research Personnel, including: Research Assistants, Research Officers, Research Engineers, Research Coordinators

Without Term and Term Appointments

Half time or greater of 6 months or more:

1. The principal investigator is responsible for recruitment in the regular way.

2. If the candidates being considered are not Canadian citizens or permanent residents, contact the Human Resources Division before conducting your search (Section 2.4 – Immigration).

3. Once a candidate has been recommended,
 - a) a written "Letter of Offer" **[Appendix V]** should be prepared and
 - b) an "Employment Equity Recruitment and Selection Data form" **[Appendix III]** completed by the principal investigator and/or the head of the department and/or the dean (or designate) of the college with which the appointee is to be associated.

The offer must be made conditional upon the endorsement of the Appointment Committee. The following statement must be included in the offer: "This offer and any agreement arising out of this offer is subject to the condition that it be approved and signed by the Chair and a member of the Appointment Committee and in the event that this condition is not fulfilled or performed, this offer and any agreement arising under it shall be null and void and of no effect whatsoever".

If the candidate is not a Canadian citizen or permanent resident, the offer should also be made conditional upon the candidate obtaining the appropriate documents. The offer should also be made conditional where other documents such as a license or professional designation must be obtained.

4. The conditional offer should then be signed by the:
 - Principal investigator
 - Department head
 - Dean or director
 - Candidate
5. The written "Letter of Offer" (Section 2.6), along with the "Employment Equity Recruitment & Selection Data form" (Section 2.3), a completed Job Information Form (Section 11.6), the candidates curriculum vitae, two signed copies of the "Memorandum of Agreement" and other documents pertinent to the appointment (Section 11.5 – New Hires Checklist) should be forwarded to the Human Resources Division for endorsement.

Note: Principal investigators are encouraged to extend fringe benefits, where funding permits, to all eligible research personnel (Section 6.2). Where benefits are offered, all documentation (Section 11.5, 11.6) should be prepared at least 3 weeks prior to the date of hire regardless of the payroll cutoff date (Section 11.2).

6. The Human Resources Division will review the appointment for consistency with general University policies and will notify the department/college of the Appointment Committee's decision.

NEW: The written "Letter of Offer" [Section 2.6, Appendix V] and the "Employment Equity Recruitment & Selection Data form" [Section 2.3, Appendix III] shall replace the "Recommendation for Appointment form" [Appendix XI] that was previously required. This process change has been initiated to address the concerns of various funding agencies and to clarify the terms and conditions of engagement of those individuals participating in funded research.

Appointments of less than 6 months

The appointment process is identical to the above except that the appointment does not require Appointment Committee approval. The written offer does not have to be made conditional upon Appointment Committee endorsement.

Note: The "Employment Equity Recruitment & Selection Data form" (Section 2.3) and copies of the candidates resume are not required for casual/ hourly paid personnel and for appointments of less than 4 months.

Information:

Compensation & Leaves (HRD)

6266

Research Support Personnel and Students, including:

Research Technical Assistants & Technicians, Research Clerks & Clerk Stenographers, Undergraduate & Graduate Student Assistants

Without term, Term or Casual Appointments of 4 months or more:

1. The principal investigator is responsible for recruitment in the regular way. Fair Hiring Practices must be adhered to, refer to Section 2.3).
2. If the candidates being considered are not Canadian citizens or permanent residents, contact the Human Resources Division before conducting your search (Section 2.4 – Immigration).
3. Once a candidate has been selected, the principal investigator should :
 - a) Prepare a written "Letter of Offer" [**Appendix V, VI, VII, VIII, IX**].
 - b) Complete an "Employment Equity Recruitment and Selection Data form" [**Appendix III**]. This form is not required for Students and for casual/hourly paid personnel (Section 2.3).

The offer can generally be made by the principal investigator, however, the principal investigator should confirm with the Department Head, Dean or Director if any additional approval is required.

Where the appointment must be endorsed by hiring officials other than the principal investigator, a conditional offer must be made. The written offer must include the following statement: "This offer and any agreement arising out of this offer is subject to the condition that it be approved and signed by (the individual or individuals which you require to approve and sign it) and in the event that this condition is not fulfilled or performed, this offer and any agreement arising under it shall be null and void and of no effect whatsoever".

If the candidate is not a Canadian citizen or permanent resident, the offer should also be made conditional upon the candidate obtaining the appropriate documents. The offer should also be made conditional where other documents such as a license or professional designation must be obtained.

When making an offer, this GUIDE and/or the designated resource in the Human Resources Division should be consulted to ensure that the terms and conditions of the offer meet legislative requirements and with university standards, practices and policies.

4. The offer should then be signed by the:
 - Principal Investigator
 - Candidate
 - Other hiring officials as deemed appropriate
5. The written “Letter of Offer” (Section 2.6), along with the “Employment Equity Recruitment & Selection Data form” , where required (Section 2.3), a completed Job Information Form (Section 11.6), the candidates resume (not required for students and casual/hourly paid personnel), 2 signed copies of the “Memorandum of Agreement” and other documents pertinent to the appointment (Section 11.5 – New Hires Checklist) should be forwarded to the Human Resources Division.

Note: Principal investigators are encouraged to extend fringe benefits, where funding permits, to all eligible research personnel (Section 6.2). Where benefits are offered, all documentation (Section 11.5, 11.6) should be prepared at least 3 weeks prior to the date of hire regardless of the payroll cutoff date (Section 11.2).

6. The Human Resources Division will review the appointment for consistency with general University policies and process the appointment.

NEW: Principal Investigators are encouraged to make all offers in writing (Section 2.6) to help address the concerns of various funding agencies and to clarify the term and conditions of engagement for those participating in funded research. The “Employment Equity Recruitment and Selection Data form” (Section 2.3) should be completed to help ensure that the University meets its Employment Equity commitments.

Information:
 Research Support Personnel (HRD) 6266
 Students (HRD) 6278

Post Doctoral Fellows (Under Review)

Information:
 Office of the Vice President (Research) 8514

2.8 CLASSIFICATIONS/RANKS

While there is no formal classification/ranking structure in place for most individuals engaged in funded research, most funding agencies required that, as a condition of

funding, principal investigators conform to the standards, practices and policies of the University.

Refer to **Section 1.2** for a summary of most forms of engagement associated with research personnel. Also refer to **Section 4.3** and **Appendices XII, XIII, XIV** for information on associated salary scales.

Information

If you require further details about the duties or qualifications of a position to appropriately classify and compensate the candidate, contact:

Classifications (HRD)

<i>Professional & Administrative Personnel</i>	<i>6287</i>
<i>Clerical & Technical Personnel</i>	<i>6284</i>
<i>Students</i>	<i>6278</i>

2.9 TYPES / LENGTH OF APPOINTMENTS

Full-time

Individuals who are engaged to provide full-time services, in general this means a regular schedule of 6 to a maximum of 8 hours per day, 5 days per week.

Regular Part-time

In general, individuals who are engaged to perform services on a regular schedule for part days or part weeks - e.g. five half days per week (FTE is .5)
 - e.g. three full days per week (FTE is .6)

Casual

Individuals whose services can not be scheduled, anticipated or projected **OR** that are of a very limited duration. Payments should be made on an hourly basis.

Term

The individuals length of engagement has a specific end date **OR** the length of engagement is limited to a certain period (i.e. up to # of weeks/ months/years in duration) The length of engagement (i.e. end date) should never exceed funding available.

Without Term

The length of engagement has no specific end date **AND** it is understood that the engagement is to be ‘**ongoing**’ in nature. ‘**Ongoing**’ is defined as having funding secured for at least 2 years **AND** the probability of further funding is good.

Information

These definitions describe most types of appointments, however, if the nature of your recruitment needs do not fall into one of these categories, please contact:

Compensation & Leaves (HRD)

<i>Professional, Administrative & Support Personnel</i>	<i>6266</i>
<i>Students</i>	<i>6278</i>

2.10 PROBATION

A probationary period is a specified term during which the employer can evaluate the long-term suitability of the employee. Where a probationary period is for 3 months or more, appropriate notice as specified in **Section 2.12** must still be given.

2.11 DUTIES AND RESPONSIBILITIES

Principal investigators should provide to all personnel they engage:

- a brief summary of the individuals areas of responsibility
- an explanation of duties required
- details of any supervisory responsibilities
- a list all equipment that the individual must be able to use
- the name of the individual's supervisor.

Information

If you require further details about the duties or qualifications of a position contact:

Classifications (HRD)

Professional & Administrative Personnel	6287
Clerical & Technical Personnel	6284
Students	6278

2.12 PERFORMANCE MANAGEMENT

Principal investigators are responsible for developing and implementing their own review and performance management system and standards. It may be desirable to conduct a formal review and maintain a record of progress and work attributes. Such a record can be useful for future reference, and in determining an appropriate salary.

2.13 TERMINATIONS

Voluntary Termination:

How much notice must an incumbent give if they wish to terminate their engagement?

Individuals engaged in funded research who wish to terminate their engagement should provide their supervisor (principal investigator) with written notice of their intent to terminate. Individuals are encouraged to provide as much notice as possible but not less than two weeks.

Involuntary Termination:

How much notice must be given to research personnel should the principal investigator be required to terminate the engagement?

Notice

Labour legislation requires that written notice be given. The required notice period varies with length of service. During the notice period the individuals pay rate or normal hours of work cannot be reduced. Annual holidays can not form any part of the notice period. Please note the following requirements:

<u>Length of service</u>	<u>Minimum Notice</u>
0 to less than 3 months	0 weeks
3 months to less than 1 year	1 week written notice
1 to less than 3 years	2 weeks written notice
3 to less than 5 years	4 weeks written notice
5 to less than 10 years	6 weeks written notice
10 years and over	8 weeks written notice

Where notice is not given, pay-in-lieu of notice is required, except where "Just Cause" exists, see below. Pay-in-lieu of notice means the payment of the individuals normal wages for at least the minimum notice period. Annual holiday pay cannot be used as pay-in-lieu of notice.

Just Cause

If performance deficiencies are present, and termination for just cause is being contemplated, please contact the resource person in the Human Resources Division for more information regarding the process to be followed.

Information

Work Performance (HRD)
6287

SECTION 3 - HOURS OF WORK & BREAKS

Important note: In general, this section does not apply to forms of payment that are not subject to Canada Pension Plan and Employment Insurance deductions and benefits (i.e. recipients of most Bursaries, Scholarships and Fellowships).

3.1 BREAKS

Meal Breaks:

When must a meal break be provided? Is it paid?

In general, *The Labour Standards Act* requires that an unpaid meal break of at least 30 minutes be provided, within every five consecutive hours of service, to each individual who works for six hours or more.

Rest Periods:

Are coffee breaks paid breaks?

Where incumbents are granted a rest period, the rest period is deemed to be time worked and thus paid.

3.2 WORK SCHEDULES

Notice Periods:

Do work schedules need to be posted?

The Labour Standards Act requires that notice of when an individual's work schedule begins and ends over a period of at least one week be given in writing or posted in a place where it can easily be seen. Notice must be provided at least a week in advance.

Work routines should be clearly understood between the principal investigator and the incumbent. The degree of independence the incumbent has in determining the work schedule will normally increase with the individual's level of expertise and experience. Work routines should give consideration for reasonable off duty hours for the incumbent. Recreational, social and family need should be considered.

Hours of work

Hours of work and overtime legislation does not apply to individuals who perform services that are entirely of a managerial character or to teachers.

Principal investigators must comply with *Labour Standards Legislation* which restricts work to no more than 8 hours in any day or 40 hours in any week without the payment of overtime. Hours of work should be established at the time employment commences.

Special permits may be granted by the Director of the Labour Standards Branch to accommodate flexible hours of work (compressed work week, averaging schedules) and/or days or rest exemptions. These must be approved before the schedule is implemented. Contact the designated resource person in the Human Resources Division if this type of schedule must be considered.

A week is defined as the period between midnight on a Saturday and midnight on the Saturday immediately following.

Overtime

Hours of work and overtime provisions do not apply to managerial or professional personnel, teachers and other designated personnel.

Most individuals who work for more than eight hours per day or in excess of 40 hours per week are entitled to overtime pay at the rate of 1.5 times the hourly rate. For weeks in which a public holiday occurs, they are entitled to overtime rates after 32 hours of work. A work week in Saskatchewan is defined as being from Saturday midnight to the following Saturday midnight.

Overtime Agreement

Principal investigators and incumbents may enter into a written overtime agreement providing it is not a condition of engagement and is accepted by the individual. With an overtime agreement, instead of overtime pay, the incumbent may receive an equal amount of time off with pay.

Days of Rest

Individuals are entitled to 24 consecutive hours away from work every seven days.

Information

Compensation & Leaves (HRD)

Professional, Administrative & Support Personnel 6266
Students 6278

SECTION 4 - SALARIES AND WAGES

Important note: In general, this section does not apply to volunteers and forms of payment that are not subject to Canada Pension Plan and Employment Insurance deductions and benefits (i.e. recipients of most Bursaries, Scholarships and Fellowships).

4.1 MINIMUM WAGE LEGISLATION

Minimum Wage

The Minimum Wage Board Orders require that on or after September 1, 2005, a minimum rate of \$7.05 per hour be paid. Effective March 1, 2006, the minimum rate is \$7.55 per hour, and March 1, 2007 the required rate is \$7.95 per hour.

Minimum Call-Out

Most individuals are entitled to a minimum payment of at least three times the current minimum wage on each occasion they report for duty (other than for overtime) whether or not the individual is required to be on duty for three hours on that occasion.

4.2 NOTICE OF REDUCTION IN WAGE/SALARY

Should there be a need to reduce an individual's wage rate, overtime rate, or entitlements, the individual must be informed in writing. The notice period required will vary. Contact the resource person in the Human Resources Division for more details.

Information

Compensation (HRD)

Professional, Administrative & Support Personnel 6266

Students 6278

4.3 SALARY SCALES [Appendix XII, XIII, XIV]

Salary & Wage Structure

Funding agencies sometimes establish mandatory salary and wage scales (refer to the terms and conditions of your grant or contract to determine if such conditions apply) but most often they simply require that principal investigator conform to the standards, practices and policies of the University.

It is the University policy that where possible a uniform wage structure be followed. While there is no formal classification or salary structure in place for most individuals engaged in funded research, recommended guidelines for salary treatment have been established.

Refer to the following Appendices for details:

Appendix XII: Schedule of Rates

Professional & Administrative Research Personnel

Appendix XIII: Schedule of Rates

Research Support (Clerical & Technical) Personnel

Appendix XIV: Schedule of Rates

Student Assistants (Graduate & Undergraduate)

4.4 SALARY REVIEW

All recommendations for salary and classification changes are reviewed by the Human Resources Division and where applicable, by the Vice President (Research) for consistency with general University policies.

Annual Increments & Promotion

Regular increments are usually provided to recognize growth in proficiency deriving from time-related experience and a satisfactory level of performance over a given time span. Where funding permits, principal investigators are encouraged to adjust salaries accordingly.

Professional Research Personnel, including
Professional Research Associate, Research Scientist,
Senior Research Scientist, Professional Associate I,II,
III

* Titles are under review.

Principal investigators are encouraged to provide regular annual increases on July 1 of each year. If

performance is considered unsatisfactory, the annual increment may be withheld, and the incumbent should be notified in writing of the reasons. All recommendations for salary and classification changes should be forwarded to the college level for approval and then to the Office of the Vice President (Research).

Administrative Research Personnel, including:
Research Assistants, Research Officers, Research Engineers, Research Coordinators

Principal investigators are encouraged to provide regular annual increases on July 1 of each year. If performance is considered unsatisfactory, the annual increment may be withheld, and the incumbent should be notified in writing of the reasons.

Research Support Personnel, including:

Research Technical Assistants, Research Technicians,
Research Clerks, Research Clerk Stenographers

Principal investigators are encouraged to provide annual increases dating from the first day of the month nearest to the individual's date of hire. The mid-point of the month shall be deemed to be midnight between the 15th and 16th day of any month.

Merit Increments

Principal investigators may want to periodically award salary or wage increments based on meritorious performance (when proficiency, growth and levels of performances are considerably better than what might generally be viewed as "normal"). Principal Investigators considering this should contact the Human Resources Division for further guidelines.

Scale Increases

The rates in **Appendices XII, XIII, XIV** will periodically be adjusted to reflect inflation and other considerations. The Human Resources Division will advise Principal investigators of any such increases. Where funding permits, principal investigators are encouraged to adjust salaries accordingly.

Information

If you require further details about the duties or qualifications of a position to determine salary treatment, contact the compensation analyst assigned to your College/Unit:

http://www.usask.ca/hrd/manager/contacts_for_units.php

SECTION 5 & 6 - BENEFITS

Important note: In general, these sections do not apply to volunteers and forms of payment that are not subject to Canada Pension Plan and Employment Insurance deductions and benefits (i.e. recipients of most Bursaries, Scholarships and Fellowships).

The following sections deal with benefits including mandatory statutory benefits prescribed by federal and provincial legislation and fringe benefits available through the University.

Information

Benefits (HRD)

6633

SECTION 5 - MANDATORY BENEFITS [Appendix XVII]

Important note: In general, this section does not apply to volunteers and forms of payment that are not subject to Canada Pension Plan and Employment Insurance deductions and benefits (i.e. recipients of most Bursaries, Scholarships and Fellowships).

Principal investigators must comply with all legislated benefit requirements, including Canada Pension Plan (CPP), Workers' Compensation (WC), Employment Insurance (EI) and with statutory holiday and vacation pay legislation.

As the payroll agent, the University is required to ensure that the applicable statutory requirements are observed. The University has no discretion to act otherwise regardless of the preferences of the principal investigator and/or of the individual(s) engaged in funded research.

Deductions for CPP, WC, EI, Vacation and Statutory Holiday pay are made in accordance with the terms of the plans. See [Appendix XVII] for an estimate of relevant costs that will be charged to the grant or contract where applicable.

5.1 EMPLOYMENT INSURANCE

There are two types of Employment Insurance benefits: 1) Regular benefits paid to people who are unemployed because they can not find work 2) Special benefits paid to individuals who can not work because they are sick, injured, in quarantined, pregnant or are adopting a child.

Information

For more detailed information about these benefits, refer to the Employment insurance guide available from:

Human Resource Development Canada

101 22nd St E, Saskatoon, Sask.

306-975-

4510

5.2 CANADA PENSION PLAN

The Canada Pension Plan pays monthly pensions to persons in retirement, to widows, widowers, orphans, the disabled and children of a disabled contributor. The retirement pension is earnings related, and is payable in addition to Old Age Security Pension paid under the *Old Age Security Act*. In addition, there is a death benefit which is payable to the estate of a contributor.

5.3 WORKERS COMPENSATION

The Saskatchewan Workers' Compensation Board assures both employees and employers protection from the effects of workplace injuries.

Where an individual who is covered under the WCB Act, is injured at the workplace, he/she is required to complete a Workers' Initial Report of Injury form and forward it to Workers' Compensation Board (WCB) within five (5) days.

The following procedure should be followed:

1. Where an accident occurs, the injured must report it immediately to their supervisor (principal investigator).
2. The injured should receive professional medical treatment and advise the health care practitioner to report the incident to WCB.
3. The injured must report to the Campus Safety office (Room 127, TRC Building) as soon as possible to complete a "Workers' Initial Report of Injury form". Assistance will be provided in completing the form.
4. The Principal Investigator must contact the Campus Safety Office as soon as the incident is reported. The Campus Safety Office will assist in completing the "Employer's Initial report of Injury form".

Information

Campus Safety Office (Room 127, TRC Building).
WCB inquiries/forms 4675

5.4 PUBLIC / CIVIC HOLIDAYS (Saskatchewan)

Holidays include:

New Year's Day
Good Friday
Victoria Day
Canada Day
Saskatchewan Day
Labour Day
Thanksgiving day
Remembrance Day
Christmas Day
Boxing Day

Holiday Pay:

How should individuals be paid in a week where a holiday occurs?

There are three payments to consider:

1. Holiday Pay
Most individuals are entitled to 1/20 of their regular wages (not including overtime) earned in the four weeks immediately preceding the holiday.

In general, where the individual works the same number of hours every day, the individual would receive time off with pay equal to their normally daily working hours. Where the individual works on a regular schedule, but not the same number of hours every day, the individual would receive time off with pay equal to their regular full time equivalency (fte).

Where the individual works on an hourly basis, holiday pay would be calculated as noted above.

2. Payment for work on a holiday
Where an individual works on the holiday, they are entitled to pay at a rate of time and one half for all hours worked on that day. The time and one half rate is in addition to the holiday pay calculated in 1.
3. Overtime payable during the week of a holiday
Individuals are normally entitled to overtime after eight hours per day and 40 hours per week. During a week in which a holiday falls, they are entitled to overtime after 8 hours per days and 32 hours per week. The 32 hours does not include any hours worked on the holiday.

Information

Compensation & Leaves (HRD)

Professional, Administrative & Support Personnel 6266
Students 6278

5.5 VACATION LEAVE

How many weeks of vacation leave must be provided?

Individuals are entitled to a minimum of 3 weeks vacation with pay per year in the first 10 years of active service and 4 weeks vacation after 10 years of active service with an employer. Individuals who work part-time will earn vacation on a pro rated basis.

Principal investigators who wish to provide additional vacation entitlement should contact the resource person in the Human Resources Division for recommended guidelines.

Hourly paid individuals, such as casual student assistants or other casual research personnel, are entitled to vacation pay in lieu of paid vacation at a minimum rate of 5.769%. This pay is added on to each cheque.

When can annual holidays be taken?

Vacation leave arrangements should be established with research personnel upon hire. The discussion should include when time is to be taken, and how vacation leave will be reported. It should be noted that where no agreement can be reached on when time will be taken, the principal investigator must give the individual at least four week's written notice of when annual holidays will begin. Individuals are entitled to take their full entitlement in one continuous period, unless shorter periods are requested.

Information

Compensation & Leaves (HRD)

Professional, Administrative & Support Personnel 6266
Students 6278

5.6 SICK LEAVE

Where the principal investigator is unable to extend short-term and long-term disability benefits, as defined under the terms of the Salary Continuance Plan (**Refer to Section 6 and Appendix XIX, XX, XXI**), an allowance of one and one-quarter (1.25) days sick leave per month should be extended to all research personnel, other than casual personnel. The allowance should be cumulative and should be prorated for part-time research personnel.

Sick leave does not include time an individual may be required to care for the needs of others (e.g. sick children).

Sick leave arrangements should be established with research personnel upon hire. The discussion should include the circumstances under which leave will be granted, whether leave will be paid or unpaid, and how sick leave will be reported.

Information

Compensation & Leaves (HRD)

<i>Professional, Administrative & Support Personnel</i>	6266
<i>Students</i>	6278

5.7 MATERNITY LEAVES / PARENTAL LEAVE [Appendix XVI]

Conditions for application

In accordance with the *Labour Standards Act*, women employed for a total of at least 20 weeks in the 52 weeks prior to the date the leave is requested, are entitled to 18 weeks maternity leave, with a minimum of six weeks after delivery. Leave may begin at any time during the 12 weeks before the estimate date of birth.

A period of parental leave, of not more than 12 consecutive weeks, may also be granted to be taken in any combination during the month before or eight months following the estimated date of birth or the day in which the child comes into the individual's care.

Note: Most women who qualify for the Employment Insurance benefit will apply for a minimum leave of 27 weeks to coincide with the maximum maternity and parental leave benefits one can receive through EI.

Notice

The individual must give the principal investigator four weeks written notice of the date she intends to begin leave and provide a certificate certifying that she is pregnant and specifying the estimate date of birth. An individual who intends to resume work must provide at least 14 days written notice of the date she intends to resume work.

Duration of Leave

The principal investigator is required under the *Labour Standards Act* to provide a minimum of 18 weeks leave. However, the principal investigator is not obliged to accept any longer or shorter period proposed once the leave has been approved.

Reinstatement

At the end of the leave, the individual is entitled to reinstatement to a comparable position. However, if the position is for a limited term in the first instance, the individual must return before the end of the limited term and is entitled to reinstatement only for the balance of the term (e.g. the date on which the position would have ceased had the leave not been taken).

Related Benefits

Where the individual is enrolled in fringe benefit plans (Refer to **Section 6**), the individual may continue the plans while on leave provided the individual pays both their share and the grant/contract share of benefit costs.

Employment Insurance Benefits

Women on maternity leave can receive EI benefits for up to 15 weeks in the period surrounding the birth (i.e. either eight weeks before the birth is expected or the week the baby is born, whichever is earlier and ends either 17 weeks after the expected birth week or 17 weeks after the week the birth actually occurs, whichever is later).

A maximum of 10 weeks of parental benefits are also available through Employment insurance.

Information

Compensation & Leaves (HRD)

<i>Professional, Administrative & Support Personnel</i>	6266
<i>Student</i>	6278
<i>Benefits (HRD)</i>	6635

5.8 LEAVE WITHOUT PAY [Appendix XVI]

Principal investigators may grant leave without pay (for other than maternity purposes) at their discretion, but are under no obligation to grant leave at all. If the principal investigator and the incumbent agree on an unpaid leave, the arrangement should be confirmed in writing. Once a leave arrangement has been made, the principal investigator is under no obligation to accept the incumbent's earlier return or to agree to extend the leave.

Where a leave is approved, this approval should be in writing and should specify the period of leave and reason for the leave. Refer to **Appendix XVI** for a sample form.

Information

Compensation & Leaves (HRD)

<i>Professional, Administrative & Support Personnel</i>	6266
<i>Students</i>	6278

5.9 OTHER LEAVES

(Parental, Adoption, Compassionate, Jury duty)

For more information about parental leaves and on any of the above leaves, contact the resource person in the Human Resources Division.

Information

Compensation & Leaves (HRD)

Professional, Administrative & Support Personnel 6266

Students 6278

SECTION 6 - FRINGE BENEFITS

Important note: In general, this section does not apply to volunteers and forms of payment that are not subject to Canada Pension Plan and Employment Insurance deductions and benefits (i.e. recipients of most Bursaries, Scholarships and Fellowships).

The details of the benefits which are included in this section are based on what was in place at the time this issue of the GUIDE was prepared. However, benefit packages, benefit levels, and cost may be subject to change. Consequently, this GUIDE should not be regarded as authoritative.

6.1 WHAT FRINGE BENEFITS ARE AVAILABLE?

Professional, Administrative & Support Personnel

The following benefit plans are available for Professional, Administrative and Support (Clerical & Technical) Personnel engaged in funded research:

Benefit Plans: [Note: not all plans are available to all personnel]

- Dental
- Health
- Basic Group Life Insurance
- Voluntary Group Life Insurance
- Accidental Death & Dismemberment Insurance
- Salary Continuance (STD & LTD coverage)
- Research Pension (5% and 6.82%)

Refer to the following Appendices for a summary of these plans:

Appendix XIX: Benefits – Professional and Administrative Research Personnel

Appendix XX: Benefits – Research Support Personnel

Graduate Students

Optional benefits for Grad Students are made available through the University of Saskatchewan Graduate Students' Association.

For details on these benefits contact:

Graduate Students' Association

8471

6.2 WHO IS ELIGIBLE FOR FRINGE BENEFITS?

Where funding allows, principal investigators should make allowance in their application for Fringe Benefits so that the designated package of benefits can be offered to all eligible personal.

Fringe benefits should be extended to research personnel where the following three conditions are met:

1. the grant or contract can cover all applicable fringe benefits costs AND
2. the appointment is on at least a half time basis AND
3. the length of the appointment meets the minimum requirements of the benefit plans - appointed for at least a 6-month term.

6.3 PLAN DETAILS

If there are any inconsistencies between these summaries and the plan texts, the terms of the Plans will apply.

Dental Plan

The Dental Plan is designed to help pay for both preventive and restorative dental expenses incurred. Single or family coverage is available. Coverage begins the day following three months of continuous service.

Reimbursement is received for:

100% of Basic Services, Restorative and Surgical Procedures, and

50% of Major Services

to a combined maximum of \$1500 per person per calendar year, plus

50% of Orthodontic Procedures

for children under age 19 to a lifetime maximum of \$1500 per child.

Reimbursement for a service supplied by dentists in Canada is limited to the current charges established for general practitioners by the College of Dental Surgeons of Saskatchewan.

Except in cases of emergency, if dental procedures are expected to cost over \$500, a pre-treatment plan must be completed by the dentist. Forward this plan to the insurer who will then advise you of the benefits payable for the course of treatment. The filing of a treatment plan ensures that there are no misunderstandings about what reimbursement you will receive for expensive courses of treatment.

If the member or any of his/her dependents are insured under another policy and the other policy does not contain a coordination of benefits clause, payment under the other policy must be made first. Payments from this plan will be reduced so that the member's total reimbursement does not exceed the actual expense.

Health

The Health plan is designed to help pay for prescription drugs, extended health care benefits and out-of-Saskatchewan travel benefits. There is no waiting period for health coverage provided the employee is a resident of Canada or has coverage under a provincial health care plan.

Reimbursement is received for:

100% of Prescription Drugs to a maximum of \$1000 per calendar year, plus

100% of Extended Health Care Benefits unlimited unless defined otherwise, plus

100% Out-of-Saskatchewan Travel Benefits to a maximum of \$1,000,000.

Prescription Drugs covered include:

- Prescribed formulary & non-formulary drugs which have been approved by the Federal Drug Information Division, prescribed by a physician or dentist, and dispensed by a licensed retail pharmacy or attending physician;
- Drugs that are not normally available over the counter;
- **and exclude** vitamins, dietary aids, experimental drugs, fertility drugs, drugs prescribed for the treatment of sexual dysfunction, Rogaine, and any other drug required for cosmetic purposes
- Anti-smoking drugs are limited to a six-month supply.

Payments for prescribed drugs will be made at the lowest priced interchangeable brand as listed in the Saskatchewan Drug Formulary, even though the attending physician prescribes "no substitution".

Examples of some of the services covered by Extended Health Care are: preferred accommodation, ambulance, nursing services, accidental dental, medical equipment, prosthetic appliances, diabetic equipment and supplies, ostomy supplies, hearing aids, orthopedic shoes, paramedical/medical practitioners, eye examinations, and out-of Saskatchewan referral benefits.

Group Life Insurance (Type A)

The Group Insurance Type A provides a term insurance policy in the amount of three times the member's annual earnings (taken to the next higher \$1,000) with a maximum ceiling of \$40,000. There is a three-month waiting period for this insurance. No evidence of insurability is required if the member completes the necessary application form within three months of the starting date of his/her appointment, but if the application is delayed beyond this time, a medical examination may be required. The term insurance remains in effect as long as the member's engagement continues. If the member leaves, the term insurance contract may be converted into an individual life insurance policy, if desired, without evidence of insurability. This option must be exercised within 31 days of leaving the arrangement. All premiums are paid from grant funds and are considered a taxable benefit.

Voluntary Group Insurance Plan

Research personnel eligible for the Group Insurance Plan Type A have the option of increasing their life insurance coverage by participating in the Voluntary Group Insurance Plan. The member pays premiums.

The personal coverage options that may be elected include:

- salary related: 1, 2, 3, 4, 5 or 6 times annual salary, rounded to the next even \$1000 to a maximum benefit of \$500 000; OR
- flat amount: multiples of \$50 000 to a maximum benefit of the lesser of 10 times basic annual earnings or \$500 000.

There is no waiting period for personal coverage elected at the time of enrollment. Applications to increase or begin personal coverage may be subject to a medical examination unless they are made within 31 days of eligibility or within 31 days after one of the following events: marriage, live birth, adoption, or assuming legal guardianship of a child.

Upon termination, coverage may be converted into an individual insurance policy without evidence of insurability. This conversion must be exercised within 31 days following termination.

Spousal coverage under the Voluntary Group Life Insurance Plan is available under the same options as are available to a member. Evidence of Insurability is required.

Accidental Death and Dismemberment Plan

Research personnel who elect to join the Voluntary Insurance Plan are also eligible for membership in the Accidental Death and Dismemberment Plan, which provides coverage for accidental death and injury. The amount of accident insurance/principal sum may not exceed the member's Voluntary Life Insurance coverage.

In the event of the member's accidental death, the principal sum as well as the member's voluntary group life coverage will be paid to the member's beneficiary or estate as documented under the voluntary life insurance. If any loss covered under the plan is suffered, only one benefit, the largest, will be paid for all losses resulting from an accident. Benefits are payable only if the loss occurs within 365 days of the accident. Premiums are paid by the member.

Spousal coverage under the Accidental Death and Dismemberment Plan is also available under the same options as are available to a member.

Salary Continuance Plan

Research personnel who are eligible for membership in any University pension plan are covered by the Academic and Administrative Salary Continuance Plan upon enrollment. Benefits begin when a member has been disabled as a result of illness or accident for 90 days. This does not include the condition of pregnancy per se or a disability caused by a pregnancy, including resulting childbirth or miscarriage, except in the case of complications.

The principal investigator's grant/contract must cover the cost of full salary for the 90-day waiting period, at which time the insurance company will pay benefits at the rate of 70% of salary up to a specified ceiling. Any

benefits received from the Canada Pension Plan will be deducted from the total benefit payment. Pension contributions will be maintained on behalf of claimants who are members of a pension plan.

Subject to periodic medical review, benefits will continue until recovery, retirement or death. If benefits extend over a period of one calendar year, the salary payment is reviewed under a cost of living clause set by the insurance company.

All premiums are paid by the principal investigator's grant/contract and are not considered a taxable benefit, but benefit payments received from the insurance company are taxable as income. While on disability leave, claimants may be eligible for a waiver of group insurance premiums.

Research Pension Plan

Contributions to the plan vary from 5% to 6.82% of salary. The principal investigator contributes an equal amount. All contributions are used to purchase units of a balanced portfolio of investments – Canadian and U.S. common stocks, bonds, and cash equivalents. The portion of the portfolio in each type of investment will vary over time, depending on market conditions. The investment objective of this fund is to obtain the maximum total return (from dividends, interest, or capital appreciation) which is consistent with a moderate level of risk.

On termination for any other reason than death prior to retirement, the member has several options, which may include a partial cash refund, transfer of funds to an R.R.S.P., or taking a deferred annuity. Options available vary depending on such factors as the member's age and years of service. These options will be outlined to each member prior to leaving the University.

In the case of death before retirement, the Research Pension Plan will pay the member's beneficiary or estate the redemption value of his or her investment in the plan.

Assignments of pension plan benefits shall not be valid.

For detailed information on all fringe benefits, refer to the relevant Research Benefit booklets, available from the Benefits Office, Human Resources Division.

6.4 BENEFIT PLAN ADMINISTRATION

The principal investigator, the University, the Plan Administrator and the Research enrollee share the administration of the fringe benefit plans.

- The principal investigator is responsible for the proper and timely enrollment and termination of eligible research personnel.
- The University is responsible for providing plan information to the individual enrolled and the calculation and remittance of premiums.

- The enrollee is responsible for the timely and accurate submission of claims.

6.5 INITIAL ENROLLMENT

What must be done in order to provide fringe benefits?

Where the additional costs associated with the fringe benefits have been provided for in the funding application, the designated fringe benefit package can be extended to research personnel by:

- advising the Human Resources Division by way of a copy of the "Letter of Offer", and
- listing in the "Comments" area of the "Job Information Form" what benefit plans have been offered.

Where possible, this information should be forwarded to the Human Resources Division a minimum of 3 weeks prior to 1) the date of hire or to 2) the date the individual will become eligible for benefits, if not the date of hire.

Once the Human Resources Division is advised, the appropriate resource person will contact the individual to set up an appointment to go over plan information and to complete enrollment forms.

6.6 BENEFIT COVERAGE DURING LEAVES OF ABSENCE

Where an individual takes an approved leave of absence without pay, they may elect to continue all, some or none of the fringe benefit plans, subject to continued payment of all premium costs.

A copy of the written approval [**Appendix XVIII**] stating the reason for the leave and the length of the leave should be forwarded to the Human Resources Division along with a Job Information Form at least 3 weeks prior to the commencement of the leave.

Further Information:

Compensation and Leaves (HRD)

<i>Professional, Administrative & Support Personnel</i>	6266
<i>Students</i>	6278
<i>Benefits (HRD)</i>	6635

SECTION 7 - FUNDING APPLICATIONS

[Appendix XVII, XIX, XX]

7.1 WHAT SALARY EXPENSES SHOULD BE INCLUDED IN ALL FUNDING APPLICATIONS?

Principal investigators should be aware that the costs of mandatory benefits such as Employment Insurance, Canada Pension, Workers' Compensation, and where applicable, statutory holiday pay and vacation pay, will be charged to their grant or contract. The costs of additional fringe benefits will also be charged to the grant or contract.

The principal investigator must ensure that the funding secured has taken into account the costs of these benefits and include them in the budgets prepared for submission to funding agencies. For details about other costs associated with research to include in funding applications, contact the Office of Research Services.

Items related to salary expenditures that should be budgeted for where applicable, include:

- **Salaries:** (should be specified at hourly or monthly rates)
- **Mandatory Benefits:**
 - Employment Insurance
 - Worker's Compensation
 - Canada Pension Plan
 - Statutory Holidays
 - Annual Vacation
- **Fringe Benefits:**
 - Sick Leave Allowance
 - Research Pension Plan
 - Disability insurance
 - Life Insurance
 - Dental coverage
 - Health coverage

Refer to the following Appendices for cost related details:

- Appendix XVII:** Estimate of Mandatory costs
Appendix XIX: Benefits – Professional and Administrative Research Personnel
Appendix XX: Benefits – Research Support Personnel

SECTION 8 – SAFETY

8.1 OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT

Occupational Health and Safety is a collective responsibility. The Health and Safety Program derives its strength from a vision of partnership and a set of values. It is important that researchers, their personnel and the Department of Occupational Health and Safety work as a team to foster and maintain a safe workplace.

Researchers should make themselves familiar with safety procedures and standards. Researchers are responsible and accountable for enforcing safety policies and procedures in the workplace under their jurisdiction. Researchers should become familiar with their duties set forth in the "University's Occupational Health and Safety Code".

Information
Health, Safety & Environment 8493

8.2 OCCUPATIONAL HEALTH COMMITTEES (OHC)

The OHS Act is based on the principle that the highest levels of health and safety can only be achieved by joint participation of the employer and its workers. To facilitate participation by workers, the Occupational Health and Safety Act requires that at every place of employment

establish an Occupational Health Committee. The OHC are statutory committees and thus have the force of law. The Occupational Health and Safety Department has the overall responsibility for administering Occupational Health Committees.

The legislation provides that all personnel have the right to:

- know the hazards at work
- participate in Occupational Health and Safety
- refuse work which the individual believes is unusually dangerous
- employment free of harassment.

Information
Health, Safety & Environment 8493

8.3 DISCRIMINATION AND HARASSMENT

Discrimination (including harassment) is illegal and is prohibited under the Saskatchewan Human Rights Code when it is based upon one or more of the following prohibited grounds: race, creed, colour, sex, marital status, disability, age, nationality, ancestry, place of origin, family status, sexual orientation, and receipt of public assistance. Harassment is also prohibited under the Occupational Health and Safety Act.

All members of the University community share responsibility for creating and maintaining an environment that is free of discrimination and harassment, but a special responsibility is placed on those who are in positions of authority. Under the law, these individuals are responsible for ensuring that the workplace under their jurisdiction is free of discrimination and harassment.

Individuals with concerns related to discrimination or harassment in the workplace should refer to the University's "Discrimination and Harassment Prevention Policy and Procedure".

Information
Discrimination & Harassment Prevention Services 4936
Health, Safety & Environment 8493

8.4 BIOLOGICAL AND CHEMICAL SAFETY

The Biological/Chemical Safety Committee was established to assure and offer direction for the safe use of infectious, chemical and biological agents. The functions of this committee are set forth in the Biological and Chemical Safety Code.

Biological and chemical safety is governed by the Federal Hazardous Products Act and Controlled Products Regulations. The Hazardous Products Act and Controlled Products Regulations are incorporated in the Provincial Occupational Health and Safety Regulations in part VIII titled "Chemical Substances, Biological Substances, and Controlled Products" which includes a set of rules

collectively called the “Workplace Hazardous Material Information System (WHMIS)”.

Those researchers working with biological and chemical agents should become familiar with the “University of Saskatchewan Biological and Chemical Safety Code”. Please note that to acquire and work with infectious agents and certain control products a permit may be required.

Information
Biological/Chemical Safety (HS&E) 8496

8.5 FIRE SAFETY

The University’s fire prevention procedures are condensed in a booklet called the “University of Saskatchewan Fire Prevention Code”. The Code gives instructions on topics such as fire prevention, evacuation procedures, action in the event of a fire, storage of combustible materials, proper use of electrical equipment, exits, and storage of flammable liquids. All personnel receive this booklet and must become familiar with its contents and related procedures.

Information
Health, Safety & Environment 8493

8.6 OCCUPATIONAL HYGIENE AND INJURY PREVENTION

Researchers have the responsibility to ensure that the exposures to hazardous agents and injury to personnel working under their supervision is kept as low as reasonably achievable. This can be achieved by educating staff, setting written Standard Operating Procedures (SOPs), ensuring that there are adequate engineering controls available to prevent exposure and when these measures are insufficient, providing Personal Protective Equipment (PPE). The OH&S Department will assist researchers in identifying, evaluating and controlling exposures to hazardous agents and prevention of injury.

Information
Occupational Hygienist (OH&S) 8511

8.7 RADIATION SAFETY

The Radiation Safety Committee was established to assure and offer direction for safe use of radioactive materials and radiation producing equipment. The functions of the Radiation Safety Committee are set forth in the Radiation Safety Code.

The University’s Radiation Safety program is based upon the Atomic Energy Control Act and Regulations and specific conditions of the licenses issued by the Atomic Energy Control Board (AECB).

Those researchers who will be working with radioactive materials and radiation emitting devices must be familiar with the “University of Saskatchewan Radiation Safety Code” and must consult with the Radiation Safety Manager. Please note that to acquire and work with radioactive material a permit is required.

Information
Radiation Safety (OH&S) 4675

8.8 TRANSPORTATION OF DANGEROUS GOODS

Researchers requiring transportation of dangerous goods are required to do so in accordance with Transportation of Dangerous Goods (TDG) Act and Regulations. According to the Regulations only those individuals who are certified in TDG are authorized to handle dangerous goods for transportation. Prior to shipping any hazardous material off campus the OH&S Department shall be informed.

Information
General Inquiries (OH&S) 8493
Hazardous Waste Disposal (OH&S)
8497

8.9 CSA APPROVAL

Before purchasing any electrical equipment for conducting research, ensure that it is approved by the Canadian Standards Association (CSA). If the equipment is not approved by CSA, you must follow the procedures set forth by the purchasing department.

Information
Purchasing Department 6704
Health, Safety & Environment 8493

8.10 ANIMAL CARE AND SAFETY

The University has established the “University Committee on Animal Care and Supply (UCACS)”. The Committee offers a training program for individuals who will be handling animals. There are two aspects of the program, the humane care and safety of the animals and the safety of the attendants. Animal handling procedures shall be in accordance with the Canadian Council of Animal Care (CCAC). Copies of this document are available from the Animal Resource Center, Western College Veterinary Medicine.

Information
Animal Resource Center 4124

8.11 TRAINING

The Occupational Health and Safety Department administers general safety training courses. The courses

offered will assist the supervisor-in-charge to fulfill some of their general safety mandate. It is the responsibility of the research supervisor-in-charge to insure that their personnel attend the applicable general safety orientation and training courses. It is also the responsibility of the supervisor-in-charge to ensure that their personnel receive site specific job training which is also a requirement of the Saskatchewan Occupational Health and Safety Act and Regulations.

Course available include:

- Laboratory Safety Course
- Biosafety Course
- Transportation of Dangerous Goods
- Fire Safety Course
- Summer Student Orientation
- Radiation Safety Course
- First Aid/CPR course
- Office Ergonomics
- Lifting and Back Care

Information

Web site: <http://www.usask.ca/ohs/> or
Registration / Inquiries

8492

SECTION 9 - SERVICES

9.1 UNIVERSITY SERVICES CARD

This University Services Card provides access to the following services. In order to obtain a card contact the card issuing desk.

- Libraries privileges
- Declining cash balance option for various Food Service outlets
- Entrance to Louis
- Recreation Services & discounts
- Identification for security purposes

Information

134 Sask. Hall

6779

9.2 LIBRARIES

Research personnel may obtain library use and loan privileges by obtaining a University Services Card.

Information

Main Library

6005

9.3 PARKING

Research personnel may be able to obtain on-campus parking privileges. Contact the Parking Office for details.

Information

Parking Office (Security Services)

4509

9.4 CAMPUS RECREATION

Campus Recreation provides both facilities and services to help meet the need for physical growth and development.

Information

For information on the use of campus recreational facilities, campus programs and fees, contact:

Campus Recreation (Physical Education) 6491

SECTION 10 – FILES AND RECORDS RETENTION

10.1 FILES

Principal investigators should maintain Research Personnel Records.

The file should contain:

- Application form, letter or equivalent
- Resume
- Letter of offer
- Appointment and payroll forms including revisions and renewals
- Periodic reviews or written evaluations or notes
- Related correspondence
- Time Sheets [Refer to Appendix XXII for a sample form]
- Letter of resignation or notice of termination

10.2 ARCHIVING

Upon the termination of research personnel, the University Archives should be contacted for information regarding the transfer and disposition of files and records.

Information

University Archives

6028

<http://www.usask.ca/archives/financindex.html>

SECTION 11 - PAYROLL

11.1 PAYROLL TYPES

Exception

For regular monthly-paid individuals who are paid at the same rate on a continuing basis unless an exception is made to their pay (E.g. Full time or Regular part-time appointment - **Section 2.9**)

Exception Makeup

For the new exception-paid individual starting after the regular cutoff for the month end payroll.

Positive

For individuals who work on an hourly basis. Time sheets should be maintained and Hourly Time Reports must be submitted monthly.

11.2 CUTOFF DATES

Deadlines

Payroll deadlines are outlined in the Cutoff and Pay Dates memorandum, which is mailed out annually. Please note, failure to meet designated payroll deadline will result in delay of payment.

Information

This Memorandum is available from the Human Resources Division or it can also be found at the following Web address:

<http://www.usask.ca/hrd/dates/index.php>

Important reminder!!

Where Fringe benefits are extended to research personnel, the documentation for that individual should be submitted where possible at least 3 weeks prior to the individual's 1) date of hire, 2) the date they are being offered benefits, if it is not the date of hire or 3) the date they are to go on leave, regardless of what the Payroll cutoff date is!!

11.3 TD1 FORM - PERSONAL TAX CREDITS RETURN

Hiring officials are responsible for ensuring that all individuals appointed to a position complete a TD1 form. The TD1 form should be sent in along with the Job Information Form (**Section 11.6**).

TD1 forms are available from the Human Resources Division and the Payroll Department. In addition, most Dean's Offices in each college maintain a supply of these forms.

Information

Payroll

8328

11.4 DIRECT DEPOSIT [Appendix XXIII]

All personnel appointed on a full-time or regular part-time basis for three months or more can make application for direct deposit by completing a "Payroll Direct Deposit" form. The Payroll Direct Deposit system enables individuals to have their salary deposited directly to an account (either savings or chequing) at any branch of any bank, trust company or major credit union in the Saskatoon area. Deposits are timed so that the money is in the individual's account on the morning of payday.

Information

A copy of the application form is provided in [Appendix XXIII].

Forms are also available in Payroll.

8328

11.5 NEW HIRES CHECKLIST

Have You Completed These Forms?

In order to ensure the timely processing of new appointments, all required documents should be forwarded together to the Human Resources Division. A failure to submit any of the required documentation will result in delays in processing and payment.

Refer to the following checklist to ensure you have completed all the required documentation.

- Job Information Form**
(Section 11.6)
- TD1**
(Complete if the individual has not been engaged in the current calendar year – Section 11.3)
- Direct Deposit**
(Direct Deposit can be extended to Exception paid personnel appointed for 3 months or more, Section 11.4 / Appendix XXIII)
- Letter of Offer**
(For appointments of 4 months or more, Section 2.6 & 2.7 / Appendix V,VI,VII,VIII,IX)
- Employment Equity Recruitment & Selection Data Form**
(For appointments of 4 months or greater , with the exception of Student Assistants and Hourly Paid personnel - Section 2.3 & 2.7 / Appendix III)
- Memorandum of Agreement – Intellectual Property**
(For appointment of 4 months or more, require two signed copies; excludes students – Section 2.5 / Appendix IV)
- Student / Employment Authorization**
(Where applicable - Section 2.4)
- Resume / Curriculum vitae**
(For appointments of 4 months or greater , with the exception of Student Assistants and Hourly Paid personnel)
- Recommendation For Appointment forms**
(These forms [Appendix X, XI] were previously used for professional & administrative research personnel appointments of 6 months or more. These forms have been replaced by the written "Letter of Offer" [Section 2.6 / Appendix V,VI,VII,VIII, IX] and the "Employment Equity Recruitment & Selection Data form" [Section 2.3 / Appendix III]. Refer to the appointment process outlined in Section 2.7 for details).

11.6 HOW DO I COMPLETE THE JOB INFORMATION FORM (JIF)?

The Job Information Form is used to initiate most actions. Whether it is an initial appointment, a rehire, a salary

change, account change or termination, please ensure that you have fully and accurately completed the form.

Job Information Forms are available on the Human Resources website at <http://www.usask.ca/hrd>

Initial Appointments

Refer to Section 2.7 for further detail on the appointment process. Refer to Section 11.5 to ensure that all the required documentation accompanies the JIF. Please be sure to fill out all requested information. Contact HRD's Information Management Team at 2950 for assistance.

Reappointment/rehires

When initiating a reappointment/rehire, ensure that:

- 1) a new "Letter of Offer" is generated and
- 2) that any license or employment and/or Student/Employment Authorizations have been renewed.
- 3) All supporting documents should accompany the JIF.

Salary changes

Refer to Section 4.4 (Salary review) for further details. When initiating a salary change, ensure that:

- 1) Where a change is submitted with the reason of promotion, increase or decrease in hours, please ensure you note in the comments area:
 - the individuals **daily hours** of work
 - the **days of the week** the individual will work
 - the **percentage** of full time
- 2) A copy of any supporting documentation should accompany the JIF (i.e. merits).

Leaves of absence without pay:

Payroll Notice

Where a change is being submitted with the reason of "Leave":

- 1) Note in the "Comment Area": On LWOP and the reason for the leave, i.e. Personal, Maternity etc.

Terminations Procedures

Upon termination, the principal investigator should ensure that all material and financial obligations have been satisfied. Such obligations include: keys issued, computer ID, audio-visual equipment on loan, books and other property.

An appointment that simply expires (i.e. the end date had been noted on the original appointment form) requires no termination action unless the individual is owed payment for untaken vacation or other compensation for time off or overtime.

An appointments which ends before the authorized period has expired (i.e. layoff, end of term, resignation etc...where no end date was specified on the original appointment form or where the appointment ends earlier than the date originally specified on the appointment form) must be terminated by completing Section B of the Job Information Form. Please ensure that you note the reason for termination, the last day worked and any vacation or other payments outstanding on the form.

Failure to provide this information may result in delays in processing. *The Labour Standards Act* requires that payment be issued within 14 days of termination.

Where the individual had been enrolled in fringe benefits, the Benefits Office will contact the individual directly regarding pension matters. These individuals should be advised to consult the terms of the plans to which they are enrolled to establish when coverage ceases. Where the individual is enrolled in life insurance plans, in most cases these plans may be converted within 30 days to an individual policy. They should contact the Benefits Office for details.

Information

If you have any questions on how to complete the Job Information Form contact Information Management at 2950.

11.7 GENERAL INFORMATION

What should I do if I am uncertain about how to submit a payment?

If you are uncertain about:

- 1) the appropriate classification (**Section 1.2**),
- 2) the type of payment, i.e. is it positive, exception, exception makeup (**Section 11.1**) or
- 3) whether the payment is truly a one time payment,
- 4) fringe benefit entitlement (**Section 6**) or

5) any other concerns or questions you may have, please contact the Human Resource Division.

While initially it may seem less expensive and more expedient just to send in the paperwork, it may cost more and take more time in the long run. It is important that payments are processed correctly to ensure the equitable and fair treatment of all individuals. The intent of this document is to facilitate this process.

What are the implications if a payment is submitted incorrectly?

1. Revenue Canada may assess penalties.
2. A Revenue Canada audit would impose on your time and that of many others.
3. Loss of goodwill of personnel who have been paid incorrectly.

SECTION 12 - VOLUNTEERS

12.1 VOLUNTEERS

Situations involving volunteers are varied. If you are considering entering into an arrangement that involves volunteers, there are several issues that should be considered:

Immigration

If you are considering entering into a volunteer arrangement with an individual who is not a Canadian citizen, you should contact the resource person in the Human Resource Divisions before proceeding further.

Information
Immigration (HRD) 6277

Remuneration

Volunteer activities are normally unpaid. If the arrangement you are considering entails providing some form of remuneration for the activity, you should contact the resource person in the Human Resource Division before proceeding further.

Information
Academic, Administrative and Support Personnel (HRD) 6266
Students (HRD) 6278

Worker's Compensation and Disability Benefits

Volunteers do not qualify for Worker's Compensation or any other University disability benefit in the event of injury sustained in the course of, or as a result of, their volunteer activity. Volunteers should be notified that they are not covered for personal injury, disability or death and as such may wish to make sure that they have some other source of coverage for the period that they will be engaged as a volunteer.

General Liability

The extension of the University's General Liability Insurance is dependent on the nature of the volunteer

activities. The University's general liability insurance policy will pay legal defense, settlement and court costs for claims brought by third parties against volunteers as a result of injury or damage caused by a volunteer while acting on behalf of the University. Any accident or incident that may result in a claim must be reported to Insurance Services as soon as possible. In instances where the nature of the work is hazardous, a release/waiver of liability document may be required. Insurance Services can provide further details on the extent of general liability coverage and provide releases as required.

Information
Insurance Services 8788

Automobile insurance

In general, the University does not cover claims arising from the use or operation of a volunteer's automobile. Any compensation that is provided to a volunteer with respect to the use of the volunteer's automobile is deemed to include insurance and maintenance costs. Contact Insurance Services for further information.

Information
Insurance Services 8788

Risk and claims management

Contact Insurance Services for further information.

Information
Insurance Services 8788

Where an agreement is entered into with a volunteer, the terms of the agreement should be set out in writing. A sample agreement is included in **Appendix XXIV**.

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