

## EMPLOYMENT OF RESEARCH PERSONNEL HIRED BY GRANT RECIPIENTS

---

**Effective Date:** April 22, 2002

**Originating Office:** Human Resources

**Supersedes /Amends:** B-50

**Policy Number:** HR-5

---

### SCOPE

This policy applies to the employment of all research employees. However, where the conditions imposed by the granting agency are inconsistent with the provisions of this policy, the former apply.

### DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Grant” means funds received from a granting agency external to the University or provided by the University for the purpose of conducting academic research as well as income derived from contracts entered into by the University for the performance of research with specific deliverables.

“Grant Recipient” means a person employed by the University who receives a grant or contract either directly or through an institute, center, research team or other organization affiliated with and administered by the University.

“Research Personnel” designates employees of the University whose remuneration comes from one of the grants described above.

### POLICY

1. Research employees are considered employees of the University and the duration of their employment is linked to the duration of the grant funding. They are subject, as such, to applicable conditions of employment set forth in the *Employment Guidelines for Managers of Research Personnel (Guidelines)* and revised by the University from time to time.
2. Upon the termination of their employment or upon the expiry of the grant, research employees cease to be considered employees of the University.

## EMPLOYMENT OF RESEARCH PERSONNEL HIRED BY GRANT RECIPIENTS

---

Page 2 of 2

3. Grant recipients must adhere to University Policies and Procedures with respect to personnel and related administrative matters.
4. The costs resulting from benefits and privileges provided to some research employees, such as intermittent sick leave, occasional time off, statutory holidays, overtime, vacations, employer's cost of membership in the benefit plan and of extended health benefits and other like costs, are borne by the grant recipient concerned.
5. Sick leave benefits (beyond two weeks) specified under the *Guidelines*, are borne by a wage-loss replacement fund established for this purpose. This fund is financed through a levy against the payroll costs of eligible research employees (i.e. permanent full-time and permanent part-time) payable from the grant by the grant recipients. The annual levy rate will normally be .5% of the appropriate payroll. Variations in the amounts of these levies will be determined by fund usage. Tuition waivers shall be paid for by the University in the manner outlined in policy *Tuition Benefits* ([HR-19](#)).