

Research Orientation – Hiring research personnel (TRAC-RA and CARE)

Employee and Labour Relations, Human Resources
September 1, 2020

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Employee & Labour Relations Advisors, Human Resources





Unfortunately, no hiring process is as simple as that!
So, we're here to answer your questions!
Who can I hire?
What is the hiring process?
How much do I pay my research personnel?
What are the working conditions?

Research Orientation

Employee and Labour Relations, Human Resources

	TRAC - RA	CARE
Name	Teaching and Research Assistants at Concordia	Concordia Association of Research Employees
Position Titles	-Research Assistant	-Research Associate -Research Assistant -Support Professional -Support Technical
Employees	Concordia Students, enrolled in a credited program, in good academic standing	Non-students paid from research funds
HR Form	Employment Contract for Student RA (TRAC)	Notice of Hire, (Non-student) Research grant employee.

First step: Hiring CARE research employees

- Positions of 4 months and more need to be posted on the Department and/or faculty's websites for at least 10 working days;
- No posting required for reappointment or priority callback;
- PI shall select the candidate who best satisfies the qualifications, abilities and requirements for the CARE position to be filled.

All CARE postings must include:

- Posting period;
- Position title;
- Brief description of duties;
- Qualifications of the generic job description and / or specific qualifications if required;
- Principal Investigator or Immediate Supervisor;
- Salary information and classification;
- Planned start and end date of appointment;
- Application instructions;
- The University's Employment Equity statement;
- Testing if required.

First step: Hiring a TRAC employee

- **Eligibility:** A student RA contract can only be offered to a student enrolled in a credited program (during the term for which the contract is offered), in good academic standing that has not been found guilty of academic misconduct.
- **Selecting the RA:** Appointments as Research Assistants are, as a general rule, offered to prospective students as an incentive for enrolment or offered by a faculty member to the students they supervise through the completion of their degree or amongst qualified students who applied for such appointments.
- **Subsequent contracts:** May be offered at the discretion of the supervising faculty member, based on the student's academic performance and on their performance in prior Research Assistant positions.

Please feel free to reach out to us if there are performance issues!

All TRAC postings must include:

Research Assistant appointments not assigned as incentive for enrollment or as a subsequent contract shall be posted. The faculty member shall post electronically (email or internal electronic platform) the available position. The posting shall indicate that the available position is for a Research Assistant, and include, when available, the following information:

- Posting period
- Application information
- Department
- Summary of responsibilities
- Number of hours of the contract and hourly rate
- Supervisor
- Start and end date of the contract
- Job qualifications and/or requirements

The posting period shall be no less than five (5) days.

When appointments are posted via email, the Union shall receive a copy of the posting.

Professional References – form available if interested



CONSENT FORM
To be completed and signed by any person applying for a position at Concordia University

I hereby authorize Concordia University to conduct inquiries to verify my education, my work history, as well as any other information deemed necessary and to contact the individuals listed below for reference checks. I authorize these individuals to disclose all information related to my employment, including, but not limited to, the nature and duration of the employment, the quality of my performance, as well as my conduct during the employment.

With regard to my application or candidacy for a position at Concordia University, I declare that all the information appearing on my curriculum vitae is true, complete, and accurate. I understand that a false statement or an omission of pertinent facts may disqualify me from employment with the University or result in my dismissal.

Name:
Signature:
Date:

Name	
Title	
Company	
Relationship	
Telephone	
E-mail	
Employment dates	

Name	
Title	
Company	
Relationship	
Telephone	
E-mail	
Employment dates	

Name	
Title	
Company	
Relationship	
Telephone	
E-mail	
Employment dates	

*Please return the signed and completed form to the Employment Advisor at the following address:
1455 de Maisonneuve Blvd West, FB 1130, Montreal, QC H3G 1M8*

Hiring and payment (CARE & TRAC)

- Please note that hiring (and payment!!) will only be processed upon receipt of the necessary information on the notice of hire or employment contract by the payroll team (payroll@Concordia.ca). Please send documentation as soon as possible;
- It is your legal obligation to ensure that your employees are paid no later than one (1) month after the beginning of their employment. Contracts must be signed and sent for payment before the employee starts to work.

Employment Contract for Student Research Assistant – to be signed by Professor and employee as well as Dean or Dean's delegate

Employment Contract for Student Research Assistant (TRAC) 2019-2020 Academic Year Only

Note: This form is for June 1, 2019 to May 31, 2020 and needs to be filled electronically

It is understood that any researcher/employee must make their signature to apply. No 10 research grant (only grants starting with 10) to correct the paid any part of a salary/wage on any 10 research grant. Exception: Postdoctoral researchers holding a fellowship or receiving a stipend or salary from another researcher's grant may apply. No and hold their own research grant (SSRRC only).

Student Research Assistant (TRAC-RA) 2019/2020 Personal Information

Family Name			Given Name		
Social Insurance No. (Mandatory)		Student ID Number		Employee ID Number	
Home Address (including postal code)			Home Telephone Number		
Internal Address (if applicable)		Internal Tel # (if applicable)		Concordia E-mail	
Citizenship (mandatory)	Select one option please	VISA Type	Student Visa (attach copy)	Gender	Select one
Country of Birth (change if applicable)	Will default to citizenship, but change if applicable	VISA Expiry Date	Select month	Select day	Select year
Payment Details	Select one option please	Date of Birth	Select month	Select day	Select year

Position Information

Department	Select one option please	HRIS Code	Faculty	
Academic Level (in progress)	Select one option please	Position Title	Research Assistant	
Duties (please specify)				

Period of Employment

Start Date		Number of pay periods	6.00
End Date			

Salary Information

Total Salary for the Period (including vacation pay) <small>Note: A 10.1% benefits charge will be added to cover legally required amounts.</small>		Total Salary for the Period (excluding vacation pay)	
Total Number of Contract Hours			
Hourly Rate of the TRAC-RA Collective agreement (including vacation pay) <small>Per Appendix A, minimum hourly rates (including vacation pay) are as per 2019/2020 rates: Doctoral \$27.65, Masters \$20.53, Undergraduate \$15.51</small>		Hourly Rate (excluding vacation pay)	
Average hours worked per pay period (for Payroll use)		Is this a Work-Study position approved by Financial Aid and Awards?	No

Problem: Hourly Rate does not exceed required minimum per Appendix A

Banner GL Account	Account Code	Account Description	Grantee's Name (printed)	Signature (see note 4)	Date	Distribution by Org. (change \$ if applicable)
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing

NOTES:
 1) This form shall only be used for active Concordia University students in good standing.
 2) Contracts are normally awarded for two academic terms or less.
 3) "Contract Amount" includes holiday pay and 4% vacation pay.
 4) Each grantee is responsible for ensuring that sufficient funds are available in their account to cover their portion of the contract and related benefits (10.1%).

EMPLOYEE (I acknowledge that I am an active Concordia University student in good standing, signing which this contract will be null and void.)

PRINCIPAL INVESTIGATOR (I acknowledge that I am responsible for ensuring that sufficient funds are available for this contract and the associated employer-related payments of 10.1%.) Total cost of contract including 10.1% → \$

Dean or Delegate (Name) _____ **Signature** _____

Contact for administrative purposes: _____ **Name (please print)** _____ **email or phone ext.** _____

In the event of missing or invalid information on this form, please name the contact person HR can communicate with.

This contract conforms to the terms of the Collective Agreement between Concordia University and PSAC / TRAC. The Collective Agreement is located at the following electronic address: <http://www.concordia.ca/hr/department/employee-labour-relationships/collective-agreements.html>

HR Shared Services created 25/09/2017

Notice of Hire CARE Employees – to be signed by PI and employee

CONFIDENTIAL



NOTICE OF HIRE
(NON-STUDENT) RESEARCH GRANT EMPLOYEE
Non TRAC Union

SECTION 1 – EMPLOYEE INFORMATION				
Employee I.D.			S.I.N.	
Family Name			Gender	<input type="radio"/> Female <input type="radio"/> Male
Given Names			Date of Birth (yyyy/mm/dd)	
Address	STREET	APT.	CITY	PROVINCE POSTAL CODE
Res Telephone #	Internal Office Address		Office Ext.	
Citizenship (Mandatory)	<input type="radio"/> Copy already on file at Human Resources <input type="radio"/> Canadian Citizenship <input type="radio"/> Permanent Resident Visa (attach copy) <input type="radio"/> Employment Authorization (attach copy) - Expiry Date (yyyy/mm/dd)			
SECTION 2 – PERIOD OF EMPLOYMENT & SALARY INFORMATION				
<small>(Benefit, deduction & vacation costs will be applied above the salary indicated)</small>				
Date of Hire (yyyy/mm/dd)	Total Period of Employment		____ Month(s) ____ Year(s)	
Date of Termination (yyyy/mm/dd)	Hours per week (MANDATORY)			
Select ONE choice only	Salary for Period \$ _____		OR	Annual Salary \$ _____ / year
SECTION 3 – POSITION INFORMATION AND ACCOUNT CODE				
	less than 12 Months	more than or equal to 12 Months		
Position Title	Vacation Pay	Vacation Pay		
<input type="radio"/> Research Assistant	66610	Paid Every Pay Period	66615	Time Taken or Paid Upon Termination
<input type="radio"/> Research Associate	66620		66625	
<input type="radio"/> Support – Office	66630		66635	
<input type="radio"/> Support – Professional	66640		66645	
<input type="radio"/> Support – Technical	66650		66655	
<input type="radio"/> Postdoctoral Fellow	66670	Time Taken	66680	Time Taken
<input type="radio"/> Postdoctoral Fellow Foreign	6667F		6668F	
<input type="radio"/> Other (specify title and account code)				
Project Name				
Department				
Faculty	<input type="radio"/> Arts & Science <input type="radio"/> Engineering & Computer Science		<input type="radio"/> Fine Arts <input type="radio"/> John Molson School of Business	
Fund #	Distribution (% or Amt)	Grantee's Name	Grantee's Signature*	Date (yyyy/mm/dd)
Employee's Signature				
CONTACT FOR ADMINISTRATIVE PURPOSES				
Full Name (please print)			Email or Phone Ext.	

* Understand that any individual whose status would make them eligible to apply for a full research grant (only grants starting with R0N or R) cannot be paid any part of a salary stipend on any full research grant. Exceptions: Postdoctoral researchers holding a fellowship or receiving a stipend or salary from another researcher's grant may apply for and hold their own research grant (SSRHC only).

Please forward the original form to Payroll (FB-1130). Send a copy to the Dean's Office and retain a copy for your files

Last update: November 2018

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Documentation

Principal investigators, or their delegate, will be responsible to ensure that the following information / documentation is made available to Human Resources:

- Notice of hire (NOH) duly completed for CARE;
- Employment contract for student research assistants (TRAC);
- Direct deposit information for new employees;
- Copy of work permit and permanent resident visa (If applicable).

Principal investigators, or their delegate, will be responsible to ensure that the following information / documentation is made available to the TRAC union:

- Membership form (TRAC-RA only) to be filled out by RA.

Selection and Appointment

- The appointment or reappointment of a CARE employee is confirmed to the Employee by a Notice of Hire containing the following information:
 - Position title
 - Faculty and/or Unit
 - Salary and classification
 - Approximate number of weekly hours or total hours for the contract
 - Start date
 - Date of termination
 - Principal Investigator or Immediate Supervisor
- A Notice of Hire (NOH) is mandatory for every appointment or reappointment regardless of the length or number of hours per week. Timesheets are not permitted.

CARE Research Contracts

- All contracts are for a definite term;
 - Less than 12 months;
 - Greater than or equal to 12 months;
- Subject to research needs, funding, operational requirements or academic needs, all contracts should be of 12 months or more;
- After 5 years of continuous service with the same PI, employees are appointed for an indeterminate term.

Probation Period (CARE)

- Probation period is mandatory for all new employees or when an employee begins a new appointment with another PI;
- 90 working days / Possibility to extend by 30 working days (valid reasons are required to extend). Please call us if ever an extension is being considered;
- If dismissed during probation, no access to the grievance and arbitration procedure;
- If the employee is dismissed during the probationary period, they are entitled to a written notice of 5 working days or 1 week's salary in lieu of notice.

Trial Period (CARE)

- In case of a promotion or a transfer with the same PI;
- 90 working days / Possibility to extend by 30 working days (valid reasons are mandatory to extend);
- Employees are entitled to receive appropriate assistance, information and training to facilitate adaptation to their new position;
- Employees hired for another position within bargaining unit may return to their previous position if within 90 days they are unable to meet the requirements of their new position PROVIDED THAT their previous positions is still vacant.

Code of ethics and safe disclosure policy BD-4 (conflict of interest)

An immediate relative shall not be hired to work in the same department nor report to the same supervisor as a current employee unless:

- specific provisions of a collective agreement apply. In such cases, the acknowledgement provided for below shall be completed and placed in the employee's personnel file; or
- the immediate relative is a student and the employment is for a period of less than six (6) months; or
- it is specifically authorized, in writing, by the Associate Vice-President, Human Resources following consultation with the relevant officials. The authorization shall be placed in the employee's personnel file, and shall include an acknowledgement by the immediate relative and the current employee of the potential conflict of interest.

CARE Salaries

Effective as of June 1, 2020:

	MINIMUM	MAXIMUM
RESEARCH ASSOCIATE	\$26.16	\$36.22
RESEARCH ASSISTANT	\$22.97	\$31.81
SUPPORT-PROFESSIONAL	\$22.97	\$31.81
SUPPORT-TECHNICAL	\$21.29	\$27.79

CARE vacation entitlements

- Employees are entitled to the following based on their years of service:
 - Less than 1 year = 1 day of paid vacation for each complete month worked (employees hired before the sixteen of the month shall be considered to have 1 full month of service);
 - 1 year but less than 21 = 22 days of vacation;
 - 21 years or more = 25 days of vacation;
- Vacation leaves are prorated to hours worked for part-time employees;
- If the employee's employment ends = payment of indemnity equal to the number of days accrued between June 1 and termination date + any unused vacation days of the previous reference year (to be written in Notice of Termination (NOT)).

TRAC salaries

Effective as of June 1, 2020:

	MINIMUM RATE in effect from June 1, 2020 to May 31, 2021
Doctoral student	\$28.37
Masters student	\$21.07
Undergraduate student (not applicable to SGS)	\$16.43

- All Employees are entitled to 4% vacation pay and 3.6% pay in lieu of holidays. Such payments are included in the hourly rates above and are paid in equal instalments at each pay period.

Research Orientation

Need help or information on...

Subject	Contact
How to complete a notice of hire, change or termination form?	benefits@concordia.ca
Benefits, RRSPs, Tuition.	benefits@concordia.ca
Pension	pension@concordia.ca
Payroll	payroll@concordia.ca
Staff ID Cards	hr-reception@Concordia.ca for Non-Student Grant Contracts (CARE) of 1 year or more. All other researchers: a letter from the supervisor is required as authorization.
Labour Relations, CARE	pierreclaud.bourke@concordia.ca gabriel.prevost@Concordia.ca
Labour Relations, TRAC-RA	joseeve.mccarthy@concordia.ca Vincent.ares@Concordia.ca

Research Orientation – Forms

<u>Form</u>	<u>Link</u>
<u>CARE Collective Agreement</u>	https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/care-ra.html
<u>Notice of Hire / Notice of Change / Notice of termination/ TRAC-RA contract</u>	https://cspace.concordia.ca/services/hr/forms.html#research
<u>Consent form for references</u>	https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/employment/consent-form-0911.pdf
<u>TRAC Collective Agreement (includes membership form in Appendix B)</u>	http://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/trac-ra.html
<u>Direct Deposit Form</u>	https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/payroll/direct-deposit-form-2019-12-05.pdf
<u>Salary and Benefit Rates Table</u>	https://cspace.concordia.ca/content/dam/cspace/services/financial/docs/2020-2021_Benefit_Rates.pdf

Questions



Our team

ACUMAE Non-Unionized (Managers)	Sonia Coutu Sonia.Coutu@concordia.ca Extension 8941 JoséEve McCarthy joseeve.mccarthy@concordia.ca Extension 3617
Special projects and negotiations support	Stephanie Rowe Stephanie.Rowe@concordia.ca Extension 2870 Kelly Daoust (Stephanie Rowe's replacement) Kelly.Daoust@concordia.ca Extension 5749
CUSSU CULEU CSN - Trades (SGW) Métallos (Loyola) Invigilators Non-unionized	Andrée-Anne Bouchard Andree-Anne.Bouchard@concordia.ca Extension 2871 Michael Mondelli Michael.Mondelli@concordia.ca Extension 7278
CUPEU CUUSS-TS CUCEPTFU CARE Non-unionized	Pierre Claude Bourke Pierreclaud.Bourke@concordia.ca Extension 3558 Gabriel Prévost Gabriel.Prevost@Concordia.ca Extension 3664
CUFA CUPFA TRAC	Vincent Ares Vincent.Ares@Concordia.ca Extension 2875 JoséEve McCarthy joseeve.mccarthy@concordia.ca Extension 3617
General inquiries	Linh Tran Linh.Tran@concordia.ca Extension 3662

A large, solid blue geometric shape that starts as a thin line on the left, dips into a V-shape, and then rises to a thick band across the middle of the image.

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