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

Employee and Labour Relations, Human Resources
September 1, 2020

Me JoséEve McCarthy
Mr. Gabriel Prévost
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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Company</th>
<th>Relationship</th>
<th>Telephone</th>
<th>E-mail</th>
<th>Employment dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<th>Name</th>
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<th>Telephone</th>
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<th>Employment dates</th>
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<th>Relationship</th>
<th>Telephone</th>
<th>E-mail</th>
<th>Employment dates</th>
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</tbody>
</table>

Please return the signed and completed form to the Employment Advisor at the following address:
1455 de Maisonneuve Blvd West, FB 11.30, 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

---

### Personal Information

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name</th>
<th>Student ID Number</th>
<th>Employee ID Number</th>
<th>Home Telephone Number</th>
<th>Student ID Contact E-mail</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

| Address Details | | | | | |
|-----------------|-------------------|-------------------|----------------------|--------------------------|
| Country | Province | City | Zip Code | Street Address |
|         |         |     |          |               |

<table>
<thead>
<tr>
<th>Place of Birth</th>
<th>Date of Birth</th>
<th>Citizenship</th>
<th>Visa Details</th>
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<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Payment Details</th>
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<tr>
<td>Payroll Information</td>
<td></td>
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<tr>
<td>Employer</td>
<td>Employee</td>
<td>Bank Account</td>
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### Position Information

<table>
<thead>
<tr>
<th>Department</th>
<th>Academic Level</th>
<th>Position Title</th>
<th>Research Assistant</th>
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<tbody>
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### Period of Employment

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Number of pay periods</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>0.8</td>
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### Salary Information

<table>
<thead>
<tr>
<th>Total Salary for the Period (including vacation pay)</th>
<th>Weekly Salary for the Period (excluding vacation pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Total Number of Contract Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hourly Rate of the TRAC-RA Collective Agreement (excluding vacation pay)</th>
<th>Hourly Rate (excluding vacation pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Average hours worked per pay period (in parentheses)</th>
<th>Problems: Hourly Rate does not exceed required minimum per Appendix A</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
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### Budget Details

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Signature (one per row)</th>
<th>Date</th>
<th>Distribution by type of expense (as applicable)</th>
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<tbody>
<tr>
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</tbody>
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### Signature

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Title or Designation</th>
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</thead>
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<tr>
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</tr>
</tbody>
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### Notes

- This form is for the period of June 1, 2019 to May 31, 2020 and needs to be filled electronically.
- Employment contract must be a valid contract and notarized by authorized university official.
- All contracts must be signed by both student and professor.
- All changes to the contract must be made in writing and signed by both parties.
- Any breach of the contract may result in termination of the employment relationship and possible legal action.

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*Concordia University*

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Date: [Date]

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*Professor Signature*

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*Employee Signature*
Notice of Hire CARE Employees – to be signed by PI and employee
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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH ASSOCIATE</td>
<td>$26.16</td>
<td>$36.22</td>
</tr>
<tr>
<td>RESEARCH ASSISTANT</td>
<td>$22.97</td>
<td>$31.81</td>
</tr>
<tr>
<td>SUPPORT-PROFESSIONAL</td>
<td>$22.97</td>
<td>$31.81</td>
</tr>
<tr>
<td>SUPPORT-TECHNICAL</td>
<td>$21.29</td>
<td>$27.79</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th></th>
<th>MINIMUM RATE in effect from June 1, 2020 to May 31, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral student</td>
<td>$28.37</td>
</tr>
<tr>
<td>Masters student</td>
<td>$21.07</td>
</tr>
<tr>
<td>Undergraduate student</td>
<td>$16.43</td>
</tr>
</tbody>
</table>

- 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…

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to complete a notice of hire, change or termination form?</td>
<td><a href="mailto:benefits@concordia.ca">benefits@concordia.ca</a></td>
</tr>
<tr>
<td>Benefits, RRSPs, Tuition.</td>
<td><a href="mailto:benefits@concordia.ca">benefits@concordia.ca</a></td>
</tr>
<tr>
<td>Pension</td>
<td><a href="mailto:pension@concordia.ca">pension@concordia.ca</a></td>
</tr>
<tr>
<td>Payroll</td>
<td><a href="mailto:payroll@concordia.ca">payroll@concordia.ca</a></td>
</tr>
<tr>
<td>Staff ID Cards</td>
<td><a href="mailto:hr-reception@Concordia.ca">hr-reception@Concordia.ca</a> for Non-Student Grant Contracts (CARE) of 1 year or more. All other researchers: a letter from the supervisor is required as authorization.</td>
</tr>
<tr>
<td>Labour Relations, CARE</td>
<td><a href="mailto:pierreclaude.bourke@concordia.ca">pierreclaude.bourke@concordia.ca</a> <a href="mailto:gabriel.prevost@Concordia.ca">gabriel.prevost@Concordia.ca</a></td>
</tr>
<tr>
<td>Labour Relations, TRAC-RA</td>
<td><a href="mailto:joseeve.mccarthy@concordia.ca">joseeve.mccarthy@concordia.ca</a> <a href="mailto:Vincent.ares@Concordia.ca">Vincent.ares@Concordia.ca</a></td>
</tr>
</tbody>
</table>
## Research Orientation – Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Hire / Notice of Change / Notice of termination/ TRAC-RA contract</td>
<td><a href="https://cspace.concordia.ca/services/hr/forms.html#research">https://cspace.concordia.ca/services/hr/forms.html#research</a></td>
</tr>
<tr>
<td>Consent form for references</td>
<td><a href="https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/employment/consent-form-0911.pdf">https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/employment/consent-form-0911.pdf</a></td>
</tr>
<tr>
<td>TRAC Collective Agreement (includes membership form in Appendix B)</td>
<td><a href="http://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/trac-ra.html">http://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/trac-ra.html</a></td>
</tr>
<tr>
<td>Direct Deposit Form</td>
<td><a href="https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/payroll/direct-deposit-form-2019-12-05.pdf">https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/payroll/direct-deposit-form-2019-12-05.pdf</a></td>
</tr>
<tr>
<td>Salary and Benefit Rates Table</td>
<td><a href="https://cspace.concordia.ca/content/dam/cspace/services/financial/docs/2020-2021_Benefit_Rates.pdf">https://cspace.concordia.ca/content/dam/cspace/services/financial/docs/2020-2021_Benefit_Rates.pdf</a></td>
</tr>
</tbody>
</table>
Questions
<table>
<thead>
<tr>
<th>Our team</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACUMAE</strong> Non-Unionized (Managers)</td>
</tr>
<tr>
<td>Sonia Coutu</td>
</tr>
<tr>
<td><a href="mailto:Sonia.Coutu@concordia.ca">Sonia.Coutu@concordia.ca</a></td>
</tr>
<tr>
<td>Extension 8941</td>
</tr>
<tr>
<td>JoséEve McCarthy</td>
</tr>
<tr>
<td><a href="mailto:joseeve.mccarthy@concordia.ca">joseeve.mccarthy@concordia.ca</a></td>
</tr>
<tr>
<td>Extension 3617</td>
</tr>
<tr>
<td><strong>Special projects and negotiations support</strong></td>
</tr>
<tr>
<td>Stephanie Rowe</td>
</tr>
<tr>
<td><a href="mailto:Stephanie.Rowe@concordia.ca">Stephanie.Rowe@concordia.ca</a></td>
</tr>
<tr>
<td>Extension 3617</td>
</tr>
<tr>
<td>Kelly Daoust (Stephanie Rowe's replacement)</td>
</tr>
<tr>
<td><a href="mailto:Kelly.Daoust@concordia.ca">Kelly.Daoust@concordia.ca</a></td>
</tr>
<tr>
<td>Extension 5749</td>
</tr>
<tr>
<td><strong>CUSSU</strong> CULEU CSN - Trades (SGW) Métallos (Loyola) Invigilators Non-unionized</td>
</tr>
<tr>
<td>Andrée-Anne Bouchard</td>
</tr>
<tr>
<td><a href="mailto:Andree-Anne.Bouchard@concordia.ca">Andree-Anne.Bouchard@concordia.ca</a></td>
</tr>
<tr>
<td>Extension 2871</td>
</tr>
<tr>
<td>Michael Mondelli</td>
</tr>
<tr>
<td><a href="mailto:Michael.Mondelli@concordia.ca">Michael.Mondelli@concordia.ca</a></td>
</tr>
<tr>
<td>Extension 7278</td>
</tr>
<tr>
<td><strong>CUPEU</strong> CUUSS-TS CUCEPTFU CARE Non-unionized</td>
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<tr>
<td>Pierre Claude Bourke</td>
</tr>
<tr>
<td><a href="mailto:Pierreclaude.Bourke@concordia.ca">Pierreclaude.Bourke@concordia.ca</a></td>
</tr>
<tr>
<td>Extension 3558</td>
</tr>
<tr>
<td>Gabriel Prévost</td>
</tr>
<tr>
<td><a href="mailto:Gabriel.Prevost@Concordia.ca">Gabriel.Prevost@Concordia.ca</a></td>
</tr>
<tr>
<td>Extension 3664</td>
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<tr>
<td><strong>CUFA</strong> CUPFA TRAC</td>
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<tr>
<td>Vincent Ares</td>
</tr>
<tr>
<td><a href="mailto:Vincent.Ares@Concordia.ca">Vincent.Ares@Concordia.ca</a></td>
</tr>
<tr>
<td>Extension 2875</td>
</tr>
<tr>
<td>JoséEve McCarthy</td>
</tr>
<tr>
<td><a href="mailto:joseeve.mccarthy@concordia.ca">joseeve.mccarthy@concordia.ca</a></td>
</tr>
<tr>
<td>Extension 3617</td>
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<tr>
<td><strong>General inquiries</strong></td>
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<tr>
<td>Linh Tran</td>
</tr>
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<td><a href="mailto:Linh.Tran@concordia.ca">Linh.Tran@concordia.ca</a></td>
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<tr>
<td>Extension 3662</td>
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