

Research Funded Positions Employment Procedure

Introduction

As a research-intensive university, Lakehead University receives awards, grants, and contracts from sponsor organizations to support specific programs and research conducted by Principal Investigators (PIs). This document outlines the procedures and guidelines for recruiting, requisitioning, and managing sponsor-funded research positions, specifically Fund-50 positions, in accordance with the Research Funded Positions Employment Policy. These positions include both fixed-term and continuing/permanent employment where ongoing research funding is reasonably anticipated. The policy excludes positions funded through fund 50 that are operational in nature and do not directly engage in research activities, but instead provide support to research functions. It provides clear, step-by-step instructions for hiring, compensating, and supporting researchers, ensuring compliance with institutional policies and relevant legislations. The document equips Hiring Managers and PIs with the necessary tools to effectively manage the recruitment and compensation process for these positions.

Understanding the Principles

1. This policy applies to positions which may be part-time or full-time, and either fixed term (with a defined start and end date as outlined in a Funding Agreement) or continuing appointments where ongoing research funding is reasonably anticipated. These positions will not extend beyond the term of the Funding Agreement.
2. Both the University and the Principle Investigator are responsible for ensuring that funds are used appropriately and that all activities meet ethical and financial standards.
3. Compliance with the Tri-Agency Policy on Responsible Conduct of Research and the University's Research Integrity Policy is required.
4. We are committed to diversity, equity, and inclusion in research and funding opportunities. Adherence to the Ontario Human Rights Code is mandatory.
5. All employees, regardless of the funding resources, are entitled to the same rights and protections under Ontario's employment laws, including the Ontario Employment Standards Act, the Occupational Health and Safety Act, and the Ontario Human Rights Code.

Things to Remember!

1. Each Funding Agreement may have specific hiring requirements. Researchers must review and follow the conditions outlined in the agreement to ensure full compliance with the relevant hiring procedures.
2. To simplify administration, Research Funded Positions will use standardized [Generic Job Descriptions](#). These descriptions outline the job duties, responsibilities, requirements, and complexity for each role, ensuring positions are assigned to the correct salary band.
3. When selecting the appropriate RFP salary band and step from the [Salary Grid](#), the major responsibilities of the role should align with the corresponding Generic Job Description. Depending on the nature of the research project, the role may involve some, most, or all of the listed responsibilities.
4. Each RFP step within the band reflects an increase in complexity, skills, knowledge, job, and responsibilities compared to the previous step.
5. The Principle Investigator(PI) is responsible for ensuring that sufficient project funds are available to cover the wages (including overtime) and benefits for research employees.

Difference Between a PI and an Hiring Manager

In most cases, the Principal Investigator (PI) and the Hiring Manager are the same individual. However, in some instances, the individual who holds the grant funding the position and has signing authority (the PI) is different from the individual responsible for managing and overseeing the recruitment and hiring process (the Hiring Manager). In such cases, the Hiring Manager oversees the recruitment process, while the PI is the one with authority over the grant.

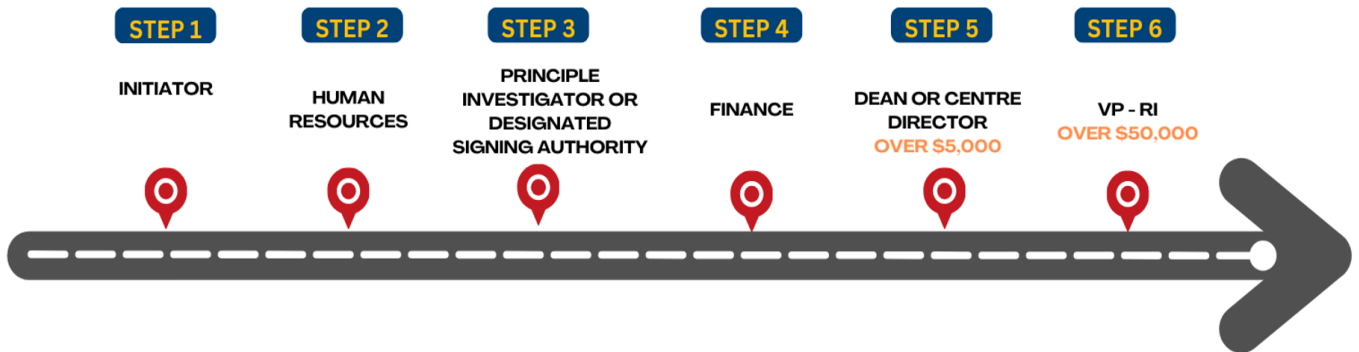
Either the PI or the Hiring Manager may serve as the direct supervisor, depending on the structure of the role.

Standard Recruitment Process:

Step 1: Submit the Request to Hire - Research Funded Positions

1.1. *Complete the Request to Hire (RTH):* Fill out the Laserfiche Request to Hire form for the research-funded position. The RTH will require all relevant job details, including whether the position is full-time or part-time, the duration of the appointment, the platforms where you'd like to post the job, and more. Once the RTH has been submitted, a unique RTH number will be assigned that will follow your request through all stages of the Recruitment and Hiring process. For detailed instructions on how to complete the form please contact HR Advisor - Research and Innovation.

1.2. *Approval Process:* The RTH will be reviewed and approved by the necessary approvers. See the approval workflow below.



1.3. *Next Steps:* Once the RTH is approved, HR is notified via a Laserfiche notification. HR is then responsible for initiating the Recruitment and Selection process within Laserfiche.



No position shall be posted or hired for without an RTH

Step 2: Job Posting Creation and Confirmation

2.1 HR Consultation: Once HR commences the Recruitment and Selection process, they will consult with the Hiring Manager to determine and advise on appropriate recruitment avenues and platforms.

2.3 HR Creates the Job Posting: HR creates the job posting based on Additional Job Characteristics provided on the RTH and the generic job description available on the Generic Job Description grid, including the responsibilities, qualifications, and potential job titles.

2.2. Share with Hiring Manager (PI): HR will then share the draft job posting with the Hiring Manager for review and confirmation.

2.3. Confirmation: The Hiring Manager must confirm the job posting's accuracy and approve it before it is officially posted.

Step 3: HR Finalizes and Posts the Job

3.1. Job Posting: Once the Job Posting is approved by the Hiring Manager, the job will be posted through the Office of Human Resources on the Lakehead Employment Opportunities website and any other Recruitment platforms that were decided on during the initial HR Consultation.

3.2. *Posting Duration:* The position will be advertised for a minimum of 10 business days to ensure adequate time for applications to be received.

Step 4: HR Shares Applicant File with Hiring Manager

4.1. *After the Job Posting Closes:* Once the job posting closes, HR will compile and share the Applicant File with the Hiring Manager through the hring.talent@lakeheadu.ca inbox.

4.2. *Contents of the Applicant File:* The Applicant File includes candidate applications, reference check consent forms, reference check forms, and templates for regret letters.

Step 5: Selection of Candidate

5.1. *Follow Fair Hiring Practices:* The Hiring Manager must adhere to proper and fair hiring practices when selecting the candidate.

5.2. *Consult the Recruitment Guide:* For best practices and recommended selection techniques, refer to the Hiring Manager's Guide* available on the Human Resources website. (*coming soon)

5.3. *Interviews and Selection Techniques:* The Hiring Manager will conduct interviews as part of the selection process. If the Hiring Manager wishes to use alternative selection techniques, they can consult with HR Advisor - Research and Innovation for guidance.

5.4. *Team Involvement:* Interviews should involve more than one individual to ensure a fair and objective assessment. It is not permissible for a single person to conduct the interview alone.



**It is not permissible for a single person to
conduct the interview alone.**

Step 6: Make a Verbal Offer

6.1. *Offer Employment:* The Hiring Manager shall extend a verbal offer of employment to the selected candidate, ensuring it aligns with the terms and conditions outlined in the approved Request to Hire

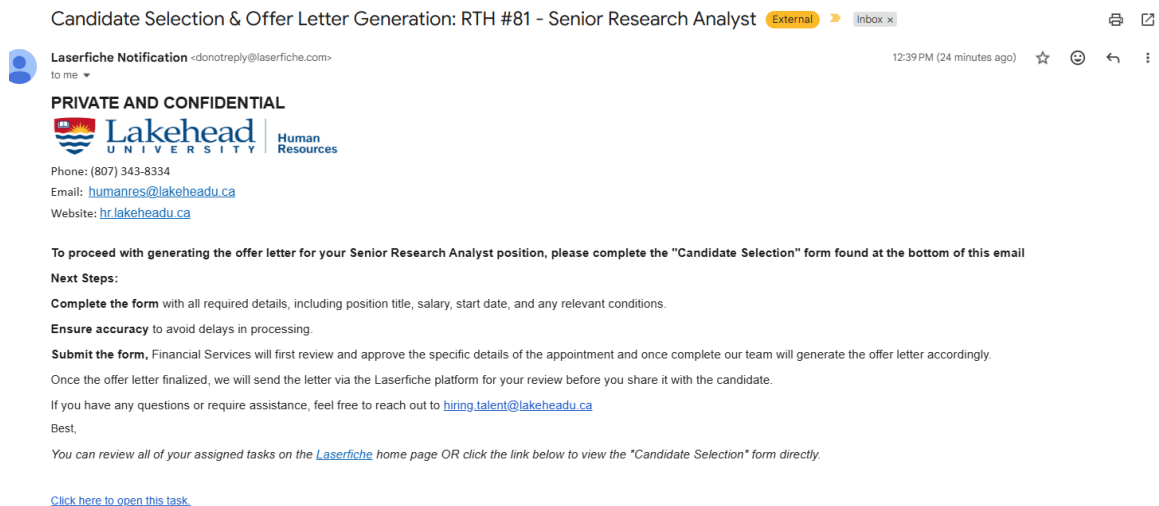


(RTH), such as the start and end dates, salary, and other relevant details.

6.2. *Effective Communication:* Refer to the Hiring Manager’s Guide* on the Human Resources website for tips on how to effectively communicate a verbal offer. Alternatively, you can speak to HR Advisor - Research and Innovation for guidance.

6.3. *Notify HR & Request an Offer Letter:* Once the candidate accepts the verbal offer, the Hiring Manager (or PI) must complete the "Manager Candidate Selection" task assigned in Laserfiche to initiate the next steps in the hiring process.

The Hiring Manager can access this task, through a Laserfiche Notification delivered to their employee inbox. The subject of this email will be - “Candidate Selection & Offer Letter Generation: RTH #XX - POSITION TITLE”



Alternatively, the Hiring Manager can find this task by following below steps:

1. Log into [Laserfiche](#)
2. Select 'Home'
3. Select 'Tasks' from the top panel
4. From the left side menu, select 'Open Tasks.' and the “Manager Candidate Selection” task should be visible on this page.

6.4 *Completing the Manager Candidate Selection Form (Laserfiche):* The Hiring Manager will be required to enter the selected candidate’s information (e.g., name, email address, phone number, and qualifications) into the Manager Candidate Selection Form in Laserfiche. This information will be used to generate the Offer Letter. Once completed, the form will be submitted by the Hiring Manager.

6.5 Information on Manager Candidate Selection Workflow: See the **Laserfiche Selection process** below. This task will collect the information required for the Offer Letter and subsequently notify HR and Finance of the specific details



[Click here](#) to visit the Laserfiche Resource Webpage

Step 7: Offer Letter Review & Confirm Acceptance

7.1. *Consultation with HR:* The Offer Letter will be prepared by HR on Laserfiche in consultation with the Hiring Manager and the Office of Financial Services.

7.2. *Review the Offer Letter:* The Hiring Manager (and PI) will be provided with the offer letter as an email attachment to be presented to their Candidate.

7.3 *Confirm acceptance or revision of the offer of employment:* The Hiring Manager (and PI) will concurrently be assigned an “Offer Letter Status” task in Laserfiche and must provide a status update using this task to either confirm acceptance of the offer of employment, or request revisions to the offer letter or recruitment. The hiring process cannot proceed until the candidate has accepted the offer of employment **as written** in the offer letter.

Once the Hiring Manager has reviewed the Offer Letter, they will complete the Laserfiche Offer Letter status task by selecting the appropriate status option (for eg. Offer emailed - Candidate accepted. No change to the offer as written) and submit the form.

Step 8: Obtain Hiring Documentation

8.1. *Collect Required Documents:* After the successful candidate accepts the offer, the Hiring Manager (or PI) must obtain the necessary hiring documentation. This includes, but is not limited to:

8.1.1. Signed Offer Letter

8.1.2. Federal and Provincial Tax Forms

- 8.1.3. Direct Deposit Banking Information
- 8.1.4. Resume and Cover Letter (from the Applicant File)

8.2. *Ensure Completion:* Ensure all forms are completed and signed.

Step 9: Submit Hiring Documentation to Human Resources: Employee Information Form Task (Laserfiche)

9.1. *Submitting Hiring Documentation to HR:* The Hiring Manager (and/or PI) will be assigned the Employee Information Form task on Laserfiche. They will be required to attach all the hiring documentation that was collected in step 8.1. The Hiring Manager must ensure that this form is completed accurately and submitted as soon as possible, but no later than five (5) working days before the start date of the appointment.

The EIF in Laserfiche will identify the unique RTH number for your Recruitment. It will hence be prefilled with the information submitted throughout the Laserfiche RTH and Selection process, reducing the need to re-fill already provided information. In some cases, there may be a requirement to do minimal entry of additional information.

9.2. *Consult the Recruitment Timeline:* For detailed recruitment timelines and deadlines, refer to the [Human Resources webpage](#).

9.3. *Processing of EIF:* Once the complete EIF has been submitted, Human Resources and Payroll will process the documentation within five (5) business days.

Any questions about the recruitment procedure may be directed to [hiring.talent@lakeheadu.ca](mailto: hiring.talent@lakeheadu.ca).

Salary Administration

1. The PI must use the Research Funded Positions Salary Grid to determine an appropriate salary, either annual or hourly. The Salary Grid defines minimum and maximum pay rates for positions and addresses issues like inequities and funding limits.
2. Overtime shall be governed by the Ontario Employment Standards Act, 2000, and the Overtime for Non-Union Employees Policy applied for full-time positions as follows:
 - 2.1. Employees in full-time positions who work in excess of 35 hours but less than 44 hours in any one week shall be compensated with corresponding time-off on an hour-for-hour basis (straight-time). Lieu time hours accumulated for work in excess of 35 but less than 44 must be

taken via mutual agreement with the employee's Supervisor before calendar year end. Lieu time untaken at year end will expire.

2.2. Employees in full-time positions who work more than 44 hours in any one week shall be compensated at the rate of time and a half for all hours worked more than 44.

2.3. With approval of the Supervisor, the employee in a full-time position may be granted a request to take equivalent time-off (calculated at the time and one-half premium) in lieu of pay for hours earned in bullet two above. Such time-off must be taken within three (3) months from the overtime event. The three (3) month time limit may be extended with a written agreement between the employee and supervisor; however, in no case shall the limit extend beyond the end of the calendar year.

3. All overtime compensation costs shall be charged to the Principal Investigator.



Salary step increases may be given when contracts are renewed

4. Salary step increases may be given when contracts are renewed or annually on anniversary date (e.g. 1 year from start date) for contracts greater than 12 months, subject to funding availability.
5. Salary step increases may be applied during the term of an existing appointment in special circumstances. For more information, see section 4.2 A of the Research Funded Positions Employment Policy.
6. Salary grid increases (economic increase) are applied annually on July 1st, subject to approval by the Board of Governors. PIs must account for this increase in their budgeting preparation. Historically, economic increases are typically 1 to 3%. Ex. \$28 per hour on June 30 becomes \$28.84 per hour effective July 1 with a 3% economic increase.

Hours of Work

1. Full-time RFP employees work 35 hours per week (generally 7 hours per day, Monday through Friday, or averaging 35 hours per week over the duration of the appointment) and are paid using an annual salary rate on the semi-monthly pay schedule.
2. Part-time RFP employees regularly work less than 35 hours per week, and are paid using an hourly rate on the RFP salary grid. Those with irregular work schedules that vary day to day and week to

week, will submit hours worked via timecards. Part-time RFP employees with a regular and fixed work schedule (e.g. 10 hours per week every week), are paid for their regular hours worked on the semi-monthly pay schedule.

3. RFP employees shall receive vacation time or vacation pay according to the Ontario Employment Standards Act, 2000, and applicable University Policies, unless otherwise specified in their employment contract.

Performance Review Process

1. Supervisors will have regular dialogue with employees regarding performance expectations.
2. Annual performance evaluations are to be completed following standard University procedures if the employee is anticipated to hold a term appointment for a minimum of one (1) year. More information can be found here: [Performance Evaluation](#)

Conflict of Interest

All hiring shall conform to the [Conflict of Interest Policy](#) of Lakehead University.

End of Service

1. *Follow the Exit Checklist:* Ensure the Exit Checklist is followed when the contract ends. For more information. For detailed guidance, please contact humanres@lakeheadu.ca.
2. *Resignation Process:* If an RFP employee departs before the Offer Letter end date, a resignation letter must be sent to formsubmission.hr@lakeheadu.ca as soon as possible, with the HR Advisor - Research and Innovation copied, to prevent overpayment.
3. *Continuous Employment:* *This provision applies to both fixed-term and continuing/permanent RFP positions.* If a fixed-term RFP employee's contract is renewed multiple times, their service will be considered continuous where there is no break in employment with the University. Continuous service impacts entitlements such as notice of termination and/or termination pay, in accordance with applicable legislation. If the continuous service reaches five (5) or more years, the employee may be eligible for severance pay, in addition to termination notice and/or termination pay, in accordance with the Employment Standards Act, 2000. Hiring Managers should consult with Human Resources in such cases. It is important to note that the employment is continuous based



on being employed with the University as an employer continuously, even if the individual has worked less number of years in a specific research contract. Should an RFP employee's contract end and they are entitled to notice of termination and/or severance pay, the cost shall be the responsibility of the Principal Investigator of the most recent contract.

**The cost of the termination and/or severance pay,
shall be the responsibility of the Principal Investigator/
Direct Supervisor of the most recent contract.**

Conclusion

This procedure document ensures a consistent and efficient process for managing Research Funded Positions at Lakehead University. By adhering to these guidelines, Principal Investigators and all involved parties will help maintain compliance with university policies, funding requirements, and legal standards. Should any questions arise or further clarification be needed, please do not hesitate to contact Human Resources. Thank you for your cooperation in supporting the university's research initiatives.