

# 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 contract research positions, specifically Fund-50 fixed-term positions, in accordance with the Research Funded Positions Employment Policy. 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 (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 with a defined start and end date as outlined in a Funding Agreement. These positions will not extend beyond the term of the Funding Agreement.
2. Both the University and the Sponsor 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 the complexity, skills, knowledge, job, responsibilities compared to the previous step.
5. The Hiring Manager (PI) is responsible for ensuring that sufficient project funds are available to cover the wages (including overtime) and benefits for research employees.



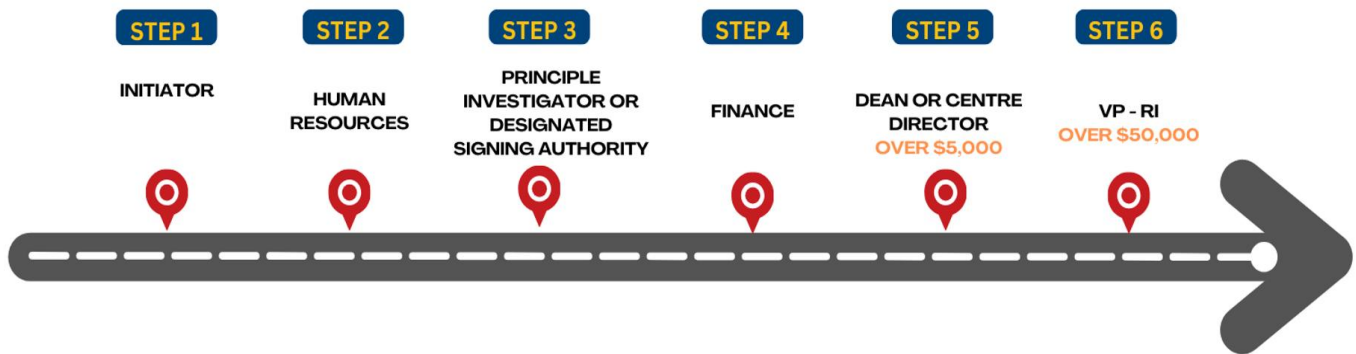
**The Hiring Manager (including the PI) shall be responsible for ensuring sufficient project funds are available to permit the payment of wages (including any overtime incurred) and benefits to a research employee.**

## **Standard Recruitment Process:**

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

1.1. *Complete the Request to Hire (RTH):* Fill out the 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 contract, the platforms where you'd like to post the job, and more. Detailed instructions on how to complete the form are available on the website.

1.2. *Approval Process:* The RTH will be reviewed and approved by the necessary approvers. Once the RTH is approved, it will be sent to HR. See the approval workflow below.



1.3. *Next Steps:* Once HR receives the approved RTH, the recruitment process can move forward.



**No position shall be posted or hired for without an RTH**

### **Step 2: Job Posting Creation and Confirmation**

2.1. *HR Creates the Job Posting:* After receiving the approved Request to Hire (RTH), HR will create the job posting based on the provided details, including job title, responsibilities, qualifications, and other relevant information.

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

2.3. *Confirmation:* The Hiring Manager (PI) 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 Request to Hire (RTH) is approved, the job will be posted through the Office of Human Resources on the Lakehead Employment Opportunities website. Additional recruitment platforms may be considered upon request by the Hiring Manager.

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.

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 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 HRA-R&I for guidance.

6.3. *Notify HR:* Once the candidate accepts the verbal offer, notify HR by emailing [hiring.talent@lakeheadu.ca](mailto:hiring.talent@lakeheadu.ca) to initiate the next steps in the hiring process.

## **Step 7: Submit the Offer Letter Request Form**

7.1. *Complete the Offer Letter Request Form:* The Hiring Manager must submit the Offer Letter Request Form, which will be provided via a link from HR.

7.2. *Consultation with HR:* The Offer Letter will be prepared by HR in consultation with the Hiring Manager and the Office of Research Services.

## **Step 8: Obtain Hiring Documentation**

8.1. *Collect Required Documents:* After the successful candidate accepts the offer, the Principal Investigator (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

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

8.3. *Submit to HR:* The Hiring Manager will submit these documents, along with a completed [Employee Information Form \(EIF\)](#), including the Request to Hire (RTH) number, to HR at [hiring.talent@lakeheadu.ca](mailto:hiring.talent@lakeheadu.ca).

## **Step 9: Submit Hiring Documentation to Human Resources**

9.1. *Submit Documentation Promptly:* Hiring documentation must be sent to Human Resources as soon as possible, but no later than five (5) working days before the start date of the appointment.

 **Hiring documents shall be submitted to HR no later than (5) working days before the start date of the appointment**

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

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 as follows:
  - 2.1. Employees 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 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 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 and are paid using an annual salary rate on the semi-monthly pay schedule.
2. Part-time employees work fewer than 35 hours per week, and are paid using an hourly rate on the part-time hourly pay schedule. Hours worked will be submitted via timecards.
3. RFP employees shall receive vacation time or vacation pay according to the Ontario Employment Standards Act, 2000, 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](mailto:humanres@lakeheadu.ca).

2. *Resignation Process:* If an RFP employee departs before the Offer Letter end date, a resignation letter must be sent to [HR.formsubmission@lakeheadu.ca](mailto:HR.formsubmission@lakeheadu.ca) as soon as possible to prevent overpayment.
3. *Continuous Employment:* If an RFP employee's contract is renewed multiple times and total employment with the University reaches five (5) years, they may be considered to have continuous employment, which impacts entitlements such as notice of termination and severance pay. Hiring Managers should consult with Human Resources in such cases. It is important to note that the employment is continuous based on being with the University as an employer continuously, even if the individual has worked less number of years in a specific research contract. Should a 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.