

**EMPLOYMENT UNDER EXTERNALLY  
FUNDED GRANTS AND CONTRACTS**

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**1. DEFINITIONS**

- 1.1 For the purpose of these regulations, the term 'grantee' means the holder of a specific purpose grant or contract.
- 1.2 The 'grantee' is the employer of individuals employed to work on specific purpose grant or contract supported projects.

**2. GENERAL**

Employees whose salaries are paid from externally funded specific purpose grants and contracts shall be known as Research Assistant, Research Fellow, Research Associate, Research Scientist, Research Programmer, Research Technician and such other titles as may be appropriate in the circumstances.

**3. REGULATIONS**

The grantee may, in accordance with the provisions of the grant, use the grant funds to employ personnel in a manner consistent with the following guidelines:

- 3.1 Selection and employment of individuals will be at the discretion of the grantee, in keeping with grant and relevant University regulations.
- 3.2 The grantee will ensure that his/her employees are advised, in advance, of the terms of employment, which shall not be longer than the lesser of twelve months or the duration of the grant or contract.
- 3.3 Terms and conditions of employment, including salary levels, shall be determined by the grantee and shall be consistent with the policies and regulations in effect under the grant and at the University of Victoria for similar types of employment.
- 3.4 The grantee is responsible for the direction of the work of his/her employees, their performance and discipline.
- 3.5 The grantee is responsible for ensuring that all employer contributions are made and employer obligations are met, including those associated with Canada Pension Plan, Unemployment Insurance, provisions of the *Employment Standards Act* of B.C. and all other statutory requirements including Workers' Compensation. Contributions are to be charged to the research grant or contract.

- 3.6 The grantee shall be responsible for the employer's share of premiums for any University benefit plans in which their employees are eligible to participate. Subject to requirements set out in 5.5, employees under these grants and contracts may apply to participate in benefit plans provided that the grantee has agreed that the employer's share of the premiums will be paid from the grant or contract funds.

#### 4. PROCEDURES

The Department of Human Resources shall process all employment and related documents at the instruction of the grantee in accordance with the following procedures:

- 4.1 'Instructions to Pay' forms are required from the grantee when an employee is to be hired. The only exceptions are for short term employment for less than one month or for a total of \$1,000.00 or less per year, in which case a 'Payroll Timesheet' should be forwarded directly to the Payroll Office.
- 4.2 Each 'Instructions to Pay' form shall be acknowledged by the Chair, Director, or other appropriate University Officer. This acknowledgment constitutes confirmation that appropriate space and facilities are available to accommodate the grantee's employee.
- 4.3 Upon receipt of a completed authorized 'Instructions to Pay' form, a 'Confirmation of Employment Status' letter will be prepared for the grantee by the Department of Human Resources. The grantee will sign the document, give a copy to the employee together with a copy of these regulations, send a copy to Payroll, and keep a copy for his/her records.

#### 5. TERMS AND CONDITIONS OF EMPLOYMENT

- 5.1 An individual who is employed to work on a specific purpose grant or contract is the employee of the grantee who is the employer.
- 5.2 The term of employment of an individual by a grantee shall not be longer than the lesser of twelve months or the duration of the grant or contract.
- 5.3 Working hours of full-time employees shall average 35 hours per week as determined by the grantee. Provincial statutes governing hours of work, overtime and period of payment of wages and salaries apply in all cases.
- 5.4 Employees shall contribute to Canada Pension Plan and Unemployment Insurance.
- 5.5 Where appropriate and subject to the provisions of 3.6, the following conditions shall apply to employees under grants and contracts who wish to apply to participate in benefit plans:
- 5.5.1 Medical Services and Extended Health Benefits  
Voluntary participation provided employment term is for a minimum of 3 months at half time or more.

5.5.2 Pension Plan

Voluntary participation in the appropriate University Pension Plan for employees holding Confirmation of Employment Status after 12 consecutive months of employment at half time or more. The *Pension Benefits Standards Act* requires that the grantee pay the employer's share of Pension contributions for eligible employees wishing to participate.

5.5.3 Basic Group Life Insurance

Voluntary participation upon becoming eligible for a University Pension Plan.

5.5.4 Optional Group Life Insurance

Voluntary upon joining the Basic Group Life Insurance Plan.

5.5.5 Dental Plan

Voluntary participation upon becoming eligible to join a University Pension Plan.

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