

# Academic Services and Research Personnel “How To”



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## Purpose

The purpose of following information of this manual is to clarify the process of recruitment for Academic Services and Research Personnel for Faculty at UNBC. This will allow Faculty to effectively request the hiring of employees for research positions, as well as streamline the necessary administrative processes.

Before starting a request, please review the Research Personnel Recruitment Guide and/or the Postdoctoral Fellow Guide on the UNBC [Office of Research and Innovation website](#).

As each situation is unique, please contact the following for respective questions:

- [Human Resources](#) – Employment and general inquiries.
- [Office of Research and Innovation](#) – Research guide related questions.
- [Research Accounting](#) – Position financing for research positions.

## Academic Services Hiring Requests

To initiate an Academic Services hiring request, please send the following documentation to Human Resources:

- Employee Request Form ([ERF](#)) or Postdoctoral Fellow ([PDF](#)) Intake Form
- Job Description (Not required for PDF requests)
- [Academic Services Costing Worksheet](#)
- Curriculum Vitae (If candidate is selected)
- Proof of Education (If candidate is selected)
- Labour Market Impact Assessment (LMIA) Exemption Application Form and listed documents (for international researchers to apply for a streamlined work permit)

Please see the below instructions for the mentioned documentation to ensure complete information is provided.

### Job Descriptions

Describe the position with responsibilities and qualifications clearly outlined for the position. This information will be used in both a posting (if needed) and the letter of offer, so please be sure to include any necessary information. Please include if benefits are being offered as well, and refer to the Academic Services Costing Worksheet for benefits eligibility criteria.

*\*Use this description to determine the Employee Class and Position Title for use in the Employee Request Form (ERF) from the Research Personnel Recruitment Guide.*

## Employee Request Form (ERF)

**Section 1:** Input the highlighted fields ensuring that the “Academic Services” box is checked along with the “hourly” or “salaried” option. The budget holder must provide their signature for Finance to approve the funding sources.

1. POSITION INFORMATION: (completed by Hiring Department)		HR USE ONLY:	
Position Title: <b>Research Associate</b>		Posting #: _____	Position #: _____
Is this a New FTE? (check one):	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If no, whom is it replacing? _____	
Status:	Hours per week: <b>35</b>	Definition (check one):	Employee Class (check one)
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	P/T Schedule: Sun... Mon Tue Wed Thu Fri Sat...	<input type="checkbox"/> Regular <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Term <input type="checkbox"/> Stipend	<input type="checkbox"/> CUPE <input type="checkbox"/> Director <input type="checkbox"/> Exempt <input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Academic Services <input type="checkbox"/> Hourly (timesheets required) <input checked="" type="checkbox"/> Salaried (no timesheets)
Proposed Start Date: <b>January 1, 2023</b>		Program/Department: <b>Nursing</b>	
Proposed End Date: <b>December 31, 2023</b>		Faculty: <b>Human and Health Sciences</b>	
Immediate Supervisor: <b>Dr. John Smith</b>		Immediate Supervisor Reports to: <b>Dr. Richard Webber</b>	
Charged to:	Fund: <b>12345</b>	Org: <b>6789</b>	Account: _____ Program: _____
Budget Holder: <b>Dr. John Smith</b>	Signature: <i>John S</i>	Date: <b>Dec. 01, 2022</b>	

**Section 2:** This is only to be used if the position is being posted externally. (All costs must be covered by supervisor)

2. RECRUITMENT SOURCES: (completed by Hiring Department). <i>Note: Approval is required by authorized budget holder.</i>			
List Web Sites for Advertising:		List Publications for Advertising:	
<b>Web Site</b>	<b>Cost</b> (HR to complete)	<b>Publication</b>	<b>Cost</b> (HR to complete)
Work BC	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Section 3:** Please outline your salary or hourly compensation points here when posting.

3. POSITION CONTROL: (completed by Human Resources)	
Salary Grade (if applicable): <b>Research Associate</b>	Salary Range: \$ <b>55,000</b> to \$ <b>60,000</b>
Effective date of last PDQ evaluation:	_____
Additional Information:	_____

**Section 4-7:** You do not need to be complete these sections.

**Section 8:** Fill in the successful candidate's full name along with the other highlighted fields.

<b>8. SUCCESSFUL CANDIDATE: (completed by Hiring Committee)</b>			
Committee Recommends:	Dr. Meredith Grey		
Is this candidate employed in any other capacity at UNBC? Yes (Please specify)	No <input checked="" type="checkbox"/>		
Desired Start Date:	January 1, 2023	Desired End Date:	December 31, 2023
Recommended Salary/Hourly Rate and/or Stipend:	\$58,500 per annum		

**Section 9:** HR Use Only

### Postdoctoral Fellow (PDF) Intake Form

The PDF Intake Form is ONLY used for Postdoctoral Fellow requests and requires the approval of the Office of Research and Innovation prior to starting the hiring process.

Please consider the following when completing the PDF Intake Form:

- If the Post-doc is an international candidate, the LMIA Exemption form and documentation needs to be provided to HR (instructions on the form).
- Use the Academic Services Costing Worksheet to fill in the salary (Cell D3 of the costing worksheet) and Total Position Budget (Cell D15 for terms less than a year and Cell D17 for terms equal to or greater than a year).
- The Chair of the program must sign the below form before it will be accepted (if the Chair is requesting a Post-doc, the Faculty Dean must sign instead).
- The Post-doc only needs to sign the form if they are renewing an existing contract as a Post-doc.

Once completed, send the form to the Office of Research and Innovation for approval. Once approved, the form will be sent to HR.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**POSTDOCTORAL FELLOW INTAKE & RENEWAL FORM**

PDF Name: Dr. James Howlett  
 Email: James.Howlett@gmail.com  
 Telephone: 250-960-5521

Canadian Citizen? YES  NO   
 Permanent Resident? YES  NO

Mailing Address:  
1234 Xavier's School for the Gifted, NY 10014

Supervisor Name (Faculty): Dr. Jean Grey  
 Program/ Department: Psychology  
 Program Chair: Dr. Charles Xavier

Work Agreement & Nature of Research:

Dr. Howlett will work under the supervision of Dr. Jean Grey on UNBC campus while conducting research. Duties are as follows:  
 - Supervising researchers in UNBC's Lab  
 - Researching the unconscious and it's influence on biases

Source(s) of Funding: Total Salary to be Paid: \$61,093.29 Total Position Budget: \$70,000 per annum  
 PDF1 – Employee under Supervisor’s UNBC grant/funding Benefits Provided? YES  N   
 PDF3 – Externally funded, not administered by UNBC

Source of Funding: Gifted Funds  
 If UNBC Funded, please provide the following: FUND: 23456 ORG: 1789 ACT: \_\_\_\_\_

Budget Holder: Dr. Jean Grey Signature: *Jean G* Date (mm/dd/yy): December 1, 2022

**OFFICE USE ONLY**  
 Budget/Research Approval: Signature: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_  
 (Completed by Finance Dept. for PDF1 Candidates)

Space Needed? YES  NO  Space Allocation Request Form submitted? YES  NO   
 Documented IP  and Publication  Agreements completed between PDF & Faculty Supervisor (Recommended, not required)

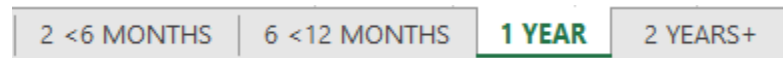
**Appointment/Renewal Approval Signatures:**  
 Supervisor Name (Faculty): *Jean G* Date (mm/dd/yy): 12/1/22  
 Program Chair: *CX* Date (mm/dd/yy): 12/1/22

**For Renewal Only:**  
 Postdoctoral Fellow Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

**OFFICE USE ONLY**  
 ID#: \_\_\_\_\_ Signature: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_  
 Copy of: Accepted Letter of Appointment  Current Curriculum Value  Voiced Cheque for Direct Deposit   
 Eligibility to work at UNBC  Form of Proof Provided: \_\_\_\_\_

## Academic Services Costing Worksheet

Before completing the Academic Services Costing Worksheet, please ensure you are filling in the appropriate tab of the sheet. The sheet is defaulted to the “1 YEAR” tab as it will have the costing for an employee with one (1) year benefits eligibility but should not be used for every situation.



To ensure the correct costing, please use the following instructions:

- If the contract is greater than 2 months but less than 6 months, select “2 < 6 MONTHS”.  
Note, contracts less than 2 months are not eligible for benefits but should still use this sheet.
- If the contract is greater than 6 months but less than 12-months, select “6 < 12 MONTHS”.
- If the contract is +12 months in length but less than 2 years, select “1 YEAR”.
- If the contract is 2 years or more, select both “1 YEAR” and “2 Years+” to display annual costing as well as total costing.

Once the above differentiation has been made, please follow the instructions (on the right-hand side) on the respective sheet to complete the costing breakdown.

\*Please do not edit any formulas on the costing sheet without advising, as this may cause the sheet to provide false costing of your position\*

\*There is the potential of the “Total # of Weeks” to display 52.2 for a 1-year of costing, but the amount in a letter of offer will be based on 52 weeks (per annum) even though the costing will be for 52.2\*

## Labour Market Impact Assessment Exemption

**Please note that UNBC HR cannot advise on immigration applications for candidates.**

Labour Market Impact Assessment Exemption Application Form

This application is submitted by Human Resources on behalf of the Faculty Member for an international researcher to have a streamlined application process for a work permit when coming to UNBC. Please read the Preamble of the form before contacting HR about the request.

Please complete the fields in the form and hover the “help” bubbles when clarity is needed regarding the information the field requires. HR cannot advise the Faculty member what to explicitly input, so the links to the Department of Immigration, Refugees, and Citizenship Canada (IRCC) website are provided in the aforementioned “help” bubbles along with examples.

If you have any questions regarding the form, please contact Human Resources.

## Extension/Renewal of Contract

To request an extension, please email HR with the following details:

- New end date
- Fund and Org
- If there are any additional changes (i.e. hours, pay, benefits, etc.)
- Academic Services Costing Worksheet

This request must be approved by the budget holder for record keeping and the approval process.

For Postdoctoral Fellow renewals, a new PDF Intake Form must be submitted with the Postdoc's signature and be approved by the Office of Research and Innovation. This will follow the same process as a regular PDF request.

Please ensure to make a calendar notification of when you would like to evaluate the possibility of extension or renewal to ensure there are no interruptions to work.

## Employment Standards

Below are a few points to consider that are directly from the British Columbia Employment Standards Act that must be followed at all times as an employer:

- Minimum Wage
- Minimum pay for scheduled hours
- Overtime hours/pay
- Vacation Pay
- Sick Days
- Meal Breaks

## Academic Services FAQs

### ***Q: What is an ERF and why is it needed?***

**A:** An Employee Request Form (ERF) is the form that is sent to HR to request that a position be posted or filled.

### ***Q: When is an ERF needed?***

**A:** An ERF needs to be submitted for hiring an employee into a vacant position. An ERF is also necessary when an employee's position has expired in excess of two (2) weeks without an extension request. An ERF is not needed for extensions of current contracts.

### ***Q: Why do you need Proof of Education?***

**A:** HR needs proof of education to ensure that the candidate being hired meets the job requirements outlined in the [Research Personnel Recruitment Guide](#).

### ***Q: What is considered "Proof of Education"?***

**A:** Proof of Education is any post-secondary documentation that displays the completion of a degree's requirements. This can include a transcript, degree, or letter from the institution explaining the completion of the degree requirements.