



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

Employee and Labour Relations, Human Resources
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Employee & Labour Relations, Human Resources

The IKEA Job Interview



Research Orientation

Employee and Labour Relations, Human Resources

	TRAC - RA	CARE
Name	Teaching and Research Assistants at Concordia	Concordia Association of Research Employees
Position Titles	-Research Assistant	-Research Associate -Research Assistant -Support Professional -Support Technical
Employees	Concordia Students, enrolled in a credited program, in good academic standing	Non-students paid from research funds
HR Form	Employment Contract for Student RA (TRAC) (Available on C-space)	Notice of Hire Research employees unionized with CARE (available on C-space)

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!

Professional References – form available if interested

 **UNIVERSITÉ Concordia UNIVERSITY**

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:

Name	
Title	
Company	
Relationship	
Telephone	
E-mail	
Employment dates	

Name	
Title	
Company	
Relationship	
Telephone	
E-mail	
Employment dates	

Name	
Title	
Company	
Relationship	
Telephone	
E-mail	
Employment dates	

*Please return the signed and completed form to the Employment Advisor at the following address:
1455 de Maisonneuve Blvd West, FB 1130, Montreal, QC H3G 1M8*

Hiring and payment (CARE)

- Please note that hiring and payment will only be processed upon receipt of the necessary information on the Notice of Hire.
- The Notice of Hire, Notice of Change and Notice of Termination must be sent to the Associate Dean Research for Arts & Science, Gina Cody School of Engineering and Computer Science, John Molson School of Business and to the Budget Office for Fine Arts;
- Employees must be paid within a month after they have commenced to work (make sure that documents are sent prior to the employee's first day).

Hiring and payment (TRAC)

- Please note that hiring and payment will only be processed upon receipt of the necessary information on the 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

Employment Contract for Student Research Assistant (TRAC)
2021-2022 Academic Year Only

Note: This form is for June 1, 2021 to May 31, 2022 and needs to be filled electronically
I understand that any individual whose status would make them eligible to apply for a BC council grant (only grants starting in 2021 or 2022) cannot be paid any part of a salary/ stipend on any BC council grant
 Exception: Postdoctoral fellows may receive reasonable compensation for time spent working on grant recipients' funded research activities.

Student Research Assistant (TRAC-RA) 2021/2022 Personal Information

Family Name			Given Name		
Social Insurance No. (Mandatory)		Student ID Number		Employee ID Number	
Home Address (including postal code)				Home Telephone Number	
Internal Address (if applicable)		Internal Tel # (if applicable)		Concordia E-mail	
Citizenship (mandatory)	Select one option please	VISA Type	Student Visa (attach copy)	Gender	Select one
Country of Birth (change if applicable)	Will default to citizenship, but change if applicable	VISA Expiry Date	Select month	Select day	Select year
Payment Details	Select one option please	Date of Birth	Select month	Select day	Select year

Position Information

Department		#N/A	HRIS Code	Faculty	#N/A
Academic Level (in progress)	Select one option please	Position Title	Research Assistant		
Duties (please specify)					

Period of Employment

Start Date		Number of pay periods	6.00
End Date			

Salary Information

Total Salary for the Period (including vacation pay) <small>Note: A 10.7% benefits charge will be added to cover legally required payments.</small>		Total Salary for the Period (excluding vacation pay)	
Total Number of Contract Hours		Hourly Rate (excluding vacation pay)	
Hourly Rate of the TRAC-RA Collective agreement: (including vacation pay) <small>Per Appendix A, minimum hourly rates (including vacation pay) are as per 2021/2022 rates: Doctoral \$29.11; Masters \$21.62; Undergraduate \$16.96.</small>		Is this a Work-Study position approved by Financial Aid and Awards?	No

Problem: Hourly Rate does not exceed required minimum per Appendix A

Banner GL Account	Account Code	Account Description	Grantee's Name (printed)	Signature (see note 4)	Date	Distribution by Org. (change \$ if applicable)
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing
	Code	Select one			/ /	SIN Missing

NOTES:
 1) This form shall only be used for active Concordia University students in good standing.
 2) Contracts are normally awarded for two academic terms or less.
 3) "Contract Amount" includes holiday pay and 4% vacation pay.
 4) Each grantee is responsible for ensuring that sufficient funds are available in their account to cover their portion of the contract and related benefits (9.7%).

EMPLOYEE (I acknowledge that I am an active Concordia University student in good standing, failing which this contract will be null and void.)
 Date: _____

PRINCIPAL INVESTIGATOR (I acknowledge that I am responsible for ensuring that sufficient funds are available for this contract and the associated employer-related payments of 9.7%. Total cost of contract including 9.7% → \$0)
 Date: _____ Signature: _____


Dean or Delegate (Name): _____ Signature: _____
 Contact for administrative purposes: Name (please print) _____ email or phone ext: _____

(In the event of missing or invalid information on this form, please name the contact person HR can communicate with)

This contract conforms to the terms of the Collective Agreement between Concordia University and PSAC / TRAC. The Collective Agreement is located at the following electronic address: <http://www.concordia.ca/hr/dep/employee-labour-relations/labour-agreements-collective-bargaining.html>
 HR Shared Services, edited 2021/07/12

Notice of Hire CARE Employees – to be signed by PI and employee

This form is for June 1, 2021 to May 31, 2022 and needs to be filled electronically v1.00



NOTICE OF HIRE
Research employees unionized with CARE
Non-student Research Associate and Research Assistant, Support-Professional and Support-Technical

SECTION 1 – EMPLOYEE INFORMATION ✖				
Employee ID		SIN*		
Family Name*		Gender*		
Given Name*		Date of Birth*		
Address*		Language of Pref.		
Home Email*		Res Telephone #*		
Internal Office Address		Office Ext.		
Citizenship*		Expiry Date		
SECTION 2 – POSITION INFORMATION, PERIOD OF EMPLOYMENT & SALARY INFORMATION ✖				
(Benefit, deduction & vacation costs will be applied above the salary indicated)				
Position Title*		Hourly Rate (min-max)		
Start Date*		Total Period of Employment		
Date of Termination *		Hours per Week*		
Hourly Rate*		Number of Pay Periods	n/a	
Total Contract Hours	n/a	Total Contract Salary	n/a	
Contract Type		GL Account		
Probation End Date**		Article 20.01: The probation period for a newly hired Employee is ninety (90) actual worked days starting from their hiring date. The University may extend this probation period up to a maximum of thirty (30) actual work days. **Probation end date appearing on the form is calculated for a full-time employee working 5 days per week (days of absence do not count as actual worked days).		
SECTION 3 – PROJECT INFORMATION AND DEPARTMENT FUND CODES ✖				
Project Name*				
Department*				
Department Code	Faculty			
Fund #*	Distribution (%)*	Grantee's Name*	Grantee's Signature*	Date*
Employee's Name			Date	
CONTACT FOR ADMINISTRATIVE PURPOSES				
Full Name (please print)*		Email / Phone Ext.*		
§ *I acknowledge that Tri-Agency grants cannot be used to pay compensation to grant recipients or those who conduct research independently as part of the terms and conditions of their employment nor those expected to work on the funded research free of charge as a collaboration as per the funding opportunity. This contract conforms to the terms of the Collective Agreement between Concordia University and CARE.				
The Collective Agreement is located at the following electronic address: https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/care-ra.html . For electronic signatures the following directive shall be followed: https://cspace.concordia.ca/services/hr/dept/payroll/covid-19-protocols.html				
Please send to the ADR Office, for FAS, GCS OR JM5B, or the Budget Office in FOFA. Last updated: April 2021				

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 of a CARE employee is confirmed to the Employee by a Notice of Hire containing the following information:
- A Notice of Change (NOC) is mandatory for every reappointment regardless of the length. Timesheets are not permitted;
- Subject to research needs, funding, operational requirements or academic needs, all contracts should be of 12 months or more.

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.

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:

	MINIMUM	MAXIMUM
RESEARCH ASSOCIATE	\$26.16	\$36.22
RESEARCH ASSISTANT	\$22.97	\$31.81
SUPPORT-PROFESSIONAL	\$22.97	\$31.81
SUPPORT-TECHNICAL	\$21.29	\$27.79

Effective June 1, 2021:

Same increase as the Government Salary Policy – TBD. The increase will be retroactive to the date of hire of the employee.

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

	MINIMUM RATE in effect from June 1, 2021 to May 31, 2022
Doctoral student	\$29.11
Masters student	\$21.62
Undergraduate student (not applicable to SGS)	\$16.86

- All Employees are entitled to 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...

Subject	Contact
How to complete a notice of hire, change or termination form?	HR-Employeeservices@concordia.ca
Benefits, RRSPs, Tuition.	HR-Employeeservices@concordia.ca
Pension	pension@concordia.ca
Payroll	payroll@concordia.ca
Staff ID Cards	hr-reception@Concordia.ca for Non-Student Grant Contracts (CARE) of 1 year or more. All other researchers: a letter from the supervisor is required as authorization.
Labour Relations, CARE	pierreclaud.bourke@concordia.ca gabriel.prevost@Concordia.ca
Labour Relations, TRAC-RA	joseeve.mccarthy@concordia.ca

Research Orientation – Forms

<u>Form</u>	<u>Link</u>
<u>CARE Collective Agreement</u>	https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/care-ra.html
<u>Notice of Hire / Notice of Change / Notice of termination/ TRAC-RA contract</u>	https://cspace.concordia.ca/services/hr/forms.html#research
<u>Consent form for references</u>	https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/employment/consent-form-0911.pdf
<u>TRAC Collective Agreement (includes membership form in Appendix B)</u>	http://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/trac-ra.html
<u>Direct Deposit Form</u>	https://cspace.concordia.ca/content/dam/concordia/services/hr/docs/payroll/direct-deposit-form-2019-12-05.pdf
<u>Salary and Benefit Rates Table</u>	https://hub.concordia.ca/content/dam/cspace/services/financial/docs/2021-2022_Benefit_Rates.pdf

Questions



Our team

<p>ACUMAE Non-Unionized (Managers)</p>	<p>Andrée-Anne Bouchard Andree-Anne.Bouchard@concordia.ca Extension 2871</p> <p>Stephanie Rowe Stephanie.Rowe@concordia.ca Extension 5749</p>
<p>CUSSU CULEU CSN - Trades (SGW) Métallos (Loyola) Invigilators Non-unionized casual employees</p>	<p>Hugues Thibault hugues.thibault@concordia.ca</p> <p>Michael Mondelli Michael.Mondelli@concordia.ca Extension 7278</p>
<p>CUPEU CUSS-TS CUCEPTFU CARE Non-unionized professional employees</p>	<p>Pierre Claude Bourke Pierreclaude.Bourke@concordia.ca Extension 3558</p> <p>Gabriel Prévost Gabriel.Prevost@Concordia.ca Extension 3664</p>
<p>CUFA CUPFA TRAC-TA and TRAC-RA</p>	<p>Senior advisor-TBD Extension 2875</p>
<p>Collect and manage ELR Data Support negotiations and other ELR projects</p>	<p>Stephanie Rowe Stephanie.Rowe@concordia.ca Extension 5749</p>
<p>Support the HRIS team in its design and implementation</p>	<p>Stephanie Rowe Stephanie.Rowe@concordia.ca Extension 5749</p>
<p>Investigations of complaints</p>	<p>Senior Advisor - TBD</p>
<p>General inquiries</p>	<p>Linh Tran Linh.tran@concordia.ca Extension 3662</p>



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