

Guidelines for Employment of Grant Employees

Purpose:

To define the University's practice with respect to the employment of professional employees where the employment is funded through grant funds.

Principle:

The University recognizes that grant funded employees are a vital group of employees contributing to the success of Memorial's research activity. However, the nature of their employment differs from other university employees in that they are funded from external research agencies and as such their employment is often transient in nature.

The guiding principle governing the compensation practices of this group is to pay salaries that will attract and retain qualified personnel who can perform the work necessary to advance the research activity of the University.

Scope:

These guidelines will apply to grant employees of Memorial University.

Memorial University has a separate compensation policy for non-bargaining, management and professional and senior administrative management groups. This policy can be viewed at:

www.mun.ca/policy/site/policy.php?id=271

Definitions:

Grant holder: For the purposes of these guidelines, the term grant holder refers to any Memorial University employee who is the recipient of grant or contract funds for research purposes.

Grant funds: refers to any grant or contract funds which have been acquired for research purposes by a grant holder, and which have been placed under the custodial and administrative care of the University.

Grant employee: refers to any person who is employed by the University within a staff position to provide research services and who is paid a minimum of 80% from grant funds.

University: Memorial University of Newfoundland

Guidelines:

The University supports the principle of equal pay for work of equal value. As a result, grant funded positions will be classified in accordance with the University's job evaluation system approved salary scales. The grant holder may in accordance with the provisions of the grant, use the grant or external contract funds to employ professional grant employees in a manner consistent with the following:

1. Terms and conditions of employment shall be consistent with the terms and conditions of non-bargaining employees with the exception of the following:
 - a. Grant employees are not entitled to severance payments.
 - b. Selection and employment of individuals will be at the discretion of the grant holder, in keeping with grant and relevant University regulations. Grant employees may be appointed contractually without an advertised competitive process.
 - c. Allocation of salary above step 1 but within the applicable salary scale with the approval of the grant holder and the relevant Dean or Director.
 - d. Salary allocation above the maximum of the salary scale may be permitted in exceptional circumstances such as the critical recruitment and/or retention of a specialized individual. Approval for any payment above scale maximums must be approved by the relevant Dean or Director and submitted to the Department of Human Resources. Human Resources may conduct further analysis and will forward a recommendation to the Vice-President Research for review and response.
 - e. Grant employees are not eligible under the Employee Training and Development policy. Participation in University non-credit and credit course offerings may be approved provided that the grant holder agrees to pay for the full cost of the offering.

Any approvals granted related to these exceptions will remain in place for the life of the current contract. Any subsequent employment within Memorial is not subject to or bound by such approvals.

2. The grant holder will ensure that grant employees are advised, in advance, of the terms of employment. The Department of Human Resources is available to provide guidance and advice to the grant holder.

3. The grant holder is responsible for the direction of the work of their grant employee and managing their performance. The Department of Human Resources is available to support the grant holder if performance concerns arise.

4. The grant holder is responsible for ensuring that all employer contributions are made and employer obligations are met, including those associated with Canada Pension Plan, Employment Insurance, and all other statutory requirements including Workers' compensation. Contributions are to be charged to the research grant or contract.

5. The grant holder shall be responsible for the employer's share of premiums for any University benefit plans in which the employees are eligible to participate.