Faculty of Engineering and Applied Sciences: Hiring Research Staff Policy

It is the responsibility of the Principal Investigator to ensure proper procedures are followed when hiring research staff. Failure to follow procedures puts the supervisor, the Faculty and Memorial at risk due to non-compliance with immigration laws (if applicable), WHSCC coverage, liability insurance and benefits coverage for the individual.

When hiring individuals <u>ensure the process of hiring is initiated at least</u> <mark>**3-4 weeks before the start of the position**</mark>. This will allow sufficient time for assessment of the position, assignment of salary level, payroll setup and confirmation of research funding availability. Under no circumstances should an individual be hired without the research funding in place with an assigned FOAPAL. Under no circumstances will an individual's employment be back dated. Examples of research personnel would be, research assistants, research & project engineers, research associates, post-docs, work term students, etc. Please note there are other positions, this is not an inclusive list.

When hiring individuals under research funding there is no obligation to advertise the position. An individual with the required education and experience can be appointed. However, in order to determine the appropriate position and salary level, a brief description of the duties, the qualifications needed to perform the work and the budget available for the position must be included for submission to HR. The position will be reviewed and assessed for appropriate title and salary band level. A CV must be provided for an appointed employee.

Ensure the appropriate documentation has been completed by reviewing HR *Employee Forms > Recruitment* at my.mun.ca.

<u>If hiring personnel on restricted funds a "Participation Agreement" (ERO can assist with this process) must be signed by the individual being hired before the start of employment.</u>

Please submit all documentation electronically to the Departmental Secretary who will process the hiring, payroll and absentee tracking (if applicable).

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