

EMPLOYMENT GUIDE for Regular Grant-Paid Employees

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Section 1
Welcome to Dalhousie University

1.1 About Dalhousie University

Dalhousie is a leading innovative, research-intensive university, inspiring our diverse scholarly community to serve Nova Scotia, our region, our nation and the world.

Learn more about Dalhousie's vision, mission and strategic direction here:

<http://www.dal.ca/about-dal/leadership-and-vision/dalforward/strategic-direction.html>

1.2 University Policies

The University Secretariat maintains a repository of university policies at www.dal.ca/policies. Grant-Paid Employees, like other employees of the university, are subject to these policies, and should review and become familiar with them.

1.3 Definitions and Applications of this Guide

Grant-Paid Employees are employees hired through research grant or time-limited contract funding to perform duties of a clerical, technical, research, professional and/or managerial nature in support of research or other time-limited projects at Dalhousie. This excludes employees covered by another handbook or collective agreement (e.g., Postdoctoral Fellows) and Associated Employees (i.e., employees of a separate legal entity).

Grant-Paid Employees can be:

Regular Grant-Paid Employees (herein referred to as “Employees”) are defined as employees hired through research grant or time-limited contract funding for a period of eight (8) months or more to perform duties of a clerical, administrative, technical, research, professional and/or managerial nature in support of research or other time-limited projects and/or special initiatives at Dalhousie.

Temporary Grant-Paid Employees may be hired to fill a temporary vacancy/job for a duration of less than eight (8) months or for the purpose of replacing a Regular Grant-Paid Employee during a temporary absence from their position.

Casual Grant-Paid Employees do not have regularly scheduled hours of work or a commitment of continuing regular work. A casual employee is typically employed on a daily basis when the need arises.

Student Grant-Paid Employees are Dalhousie undergraduate or graduate students who normally work part-time (less than 50%) and are paid a “student salary.”

Principal Investigator is the Dalhousie staff or faculty member who has primary responsibility for the design, execution and management of a research or other special project, and control of the grant or contract funding from which the Employee is paid.

Supervisor refers to the Employee's immediate supervisor, who has managerial authority over the Employee.

This Employment Guide applies only to Regular Grant-Paid Employees. The standards that apply to Temporary, Casual, and Student Grant-Paid Employees would be the relevant provincial labour standards, which can be found below:

Nova Scotia Labour Standards

[Guide \(for quick reference\)](#)

[NS Labour Standards Code \(full legislation\)](#)

New Brunswick Employment Standards

[Website \(for quick reference\)](#)

[NB Employment Standards \(full legislation\)](#)

Section 2
Terms of Employment

2.1 Job Description and Classification

Grant-Paid Employees at Dalhousie work in a wide range of positions including clerical, administrative, technical, research, professional and managerial roles. An Employee's job description shall be included either in the body of their letter of offer, or as an attachment to the letter of offer. A job description template is available on the [HR website](#).

The Job Classification Matrix (see Appendix A) offers examples of duties performed by Employees, and the corresponding minimum education normally required to perform such tasks. Compensation for Employees is based on this matrix, and described in more detail in the next section.

2.2 Compensation

The Job Classification Matrix (See Appendix A) is intended to assist the Principal Investigator in determining the appropriate minimum requirements for the position, and the accompanying table of wage rates (See Appendix A) prescribes the minimum hourly rates for employees in each of the classifications.

To use an hourly rate to calculate the annual salary of an Employee, use the following formula:

[Hourly rate] x [# expected work hours per week] x [52]

(See section 2.7 for more information on hours of work).

Please note that the hourly rates of pay are based on the minimum requirements for the *position*, and not on the qualifications of the *individual employee*. For example, you may have an Administrative Assistant who performs bookkeeping and provides guidance on administrative processes. Although the Employee in the position may have a Master's degree, the minimum hourly rate is based on the requirements for the *position* (in this case, a Community College diploma), and not on the qualifications of the *individual employee*.

Total compensation includes the cost of fringe benefits in addition to the salary. As Grant-Paid Employees are paid from research or time-limited contract funds, it is important for Principal Investigators to budget for both the salary and the fringe benefits. Please visit the [HR website](#) for the most up-to-date cost projections for the employment of Regular Grant-Paid Employees.

Salaries are paid monthly by bank deposit. Pay day is normally the 27th day of each month. If the 27th falls on a holiday or weekend, pay is deposited on the last working day preceding the 27th of the month. Pay is deposited earlier in the month of December.

2.3 Recruitment and Job Posting

Principal Investigators seeking to post vacant or new positions may seek assistance from Human Resources, and may choose to use the university's CareerBeacon system for posting positions and collecting applications.

When a vacancy is posted, the recruitment process shall be compliant with the relevant university policies and procedures, including:

[Employment Equity Through Affirmative Action policy](#)
[Principles of Fair Consideration of Hiring of Designated Groups](#)

Principal Investigators (PIs) may also make use of the following two listservs maintained by Human Resources:

The *Grant-Paid Employee Listserv* includes email addresses for all current Grant-Paid Employees. It may be used to distribute grant-paid employment opportunities.

The *PI Listserv* includes email addresses for all PIs with active grants. It may be used to invite Dalhousie PIs who may be interested in combining resources to hire a Grant-Paid Employee.

To post a message to one of the listservs, send an email to grantpaid@dal.ca

2.4 Offer of Employment

The offer of employment shall be consistent with the current template available on the [HR website](#).

The starting salary shall not be less than the minimum rate prescribed in the Job Classification Matrix and Minimum Hourly Rates (See Appendix A), based on the minimum education requirements for the position.

2.5 Employee Orientation

Human Resources leads orientation sessions for new employees each month (except in December). The orientation sessions are a great opportunity for employees to learn more about working at Dalhousie, and to meet other new employees. Grant-Paid Employees may register for an Employee Orientation session at <https://events-eod.dal.ca/>.

2.6 Probationary Period

Employees shall normally serve an initial probationary period of six months upon commencement of a new employment contract, excluding any absence. The probationary period may be extended by such absences.

The purpose of the initial probationary period is to assess the Employee's skills, abilities and suitability for the position. This probationary period may be extended by mutual consent between the Employee and the Supervisor; however, the university reserves the right to terminate employment at any time during the probationary period. In the event that employment is terminated, other than for just cause, notice consistent with the relevant provincial employment standards will be given.

Employees are normally not eligible to apply for other positions until they have successfully completed the probationary period.

Should the Employee transfer to a different position within the university, other than a Regular Grant-Paid position, a new probationary period shall normally apply in accordance with the applicable collective agreement or handbook.

2.7 Hours of Work

Acknowledging the diverse roles fulfilled by Grant-Paid Employees at Dalhousie, the range of hours stipulated as core hours of work is between 35 – 40 hours per week, depending on the job responsibilities and/or the functional area. The normal expected hours of work for a given position are stated in the employment contract.

Overtime pay or time in lieu is guided by the relevant provincial labour standards, and must be assigned/approved in advance by the Supervisor.

Nova Scotia Labour Standards

[Guide \(for quick reference\)](#)

[NS Labour Standards Code \(full legislation\)](#)

New Brunswick Employment Standards

[Website \(for quick reference\)](#)

[NB Employment Standards \(full legislation\)](#)

2.8 Termination of Employment

During the term of a contract, if the Employee resigns, retires, or transfers to another unit within the university, a minimum of two weeks' notice in writing is required, excluding vacation. This requirement may be waived or shortened by the Principal Investigator at their discretion.

Employment is understood to be terminated on the stated end date in the contract, and no notice is required by either the Employee or the Supervisor. Any extension of employment shall require a new offer of employment in accordance with Section 2.4 of this guide.

In the event that employment is terminated during or after the probationary period, notice consistent with the relevant provincial employment standards will be given, other than when dismissal is for just cause. Alternatively, the Principal Investigator may provide pay in lieu of notice. To determine the required notice period to be given upon termination of employment, please consult:

Nova Scotia Labour Standards

[Guide \(for quick reference\)](#)

[NS Labour Standards Code \(full legislation\)](#)

New Brunswick Employment Standards

[Website \(for quick reference\)](#)

[NB Employment Standards \(full legislation\)](#)

Terminations will be administered jointly by Human Resources and the Principal Investigator upon the authorization of the Principal Investigator.

Section 3
Benefits, Vacation and Leaves

3.1 Benefits

3.1.1 Insured Benefits

The university offers a comprehensive range of insured benefits for Employees (subject to certain eligibility criteria), which is outlined on the university's website at <http://humanresources.dal.ca> (select "New Employees", followed by "Your First Day", followed by "Grant-Paid and Associated Employees"), or click on the following link to the [HR website](#).

3.1.2 Group Registered Retirement Savings Plan

The university offers a Group Registered Retirement Savings Plan (Group RRSP) to Regular Grant-Paid Employees with contracts beginning January 1, 2016 or later. Details of the Group RRSP are available on the [HR website](#).

3.1.3 Employee and Family Assistance Program

Dalhousie also offers an [Employee and Family Assistance Program \(EFAP\)](#). The program offers support to employees and their family members for issues ranging from everyday challenges to the complex, in every stage of life. The service is completely confidential within the limits of the law, support can be accessed via telephone, in person, online and through a variety of self-guided resources.

3.2 Paid Holidays

Employees are entitled to the following paid holidays:

New Year's Day	Victoria Day	Thanksgiving Day
Munro Day	Canada Day	Remembrance Day
Nova Scotia Heritage Day	Halifax Natal Day	Christmas Day
Good Friday	Labour Day	Boxing Day

and any other day declared as a national holiday by the Federal Government or as a public holiday by the relevant provincial government. When one of the above days falls on a Saturday or Sunday, the University shall declare the preceding Friday or the following Monday to be observed in substitution. Additionally, one half holiday will be scheduled by the University on a day other than the holidays listed above. In the event that an Employee is required to work on any of these days, the Employee will normally be entitled to equivalent time off in lieu thereof without loss of pay. Such time off will be scheduled by mutual agreement between the Employee and the Supervisor.

In order to provide for an extended break from work between Christmas and the New Year, at least two (2) scheduled days off with pay are usually granted in addition to the customary statutory holidays. In the event that an Employee is required to work on any of these days, the Employee will normally be entitled to equivalent time off in lieu thereof without loss of pay. Such time off will be scheduled by mutual agreement between the Employee and the Supervisor.

3.3 Vacation

The vacation year is June 1st to May 31st. Employees earn and take vacation in the same vacation year. Employees are entitled to a minimum of ten (10) working days of vacation annually upon successful completion

of the probationary period. After eight (8) continuous years of employment, the entitlement increases to a minimum of fifteen (15) working days of vacation annually.

Continuous employment, for the purpose of determining the additional week of vacation entitlement does *not* include unpaid leaves of absence in excess of 30 days (e.g., parental leave), but *does* include pregnancy leave. While taking pregnancy leave will affect the annual vacation an employee will have earned for the current vacation year, it will not affect their continuous employment credit for entitlement to an additional five (5) working days of vacation commencing the year in which the 8th anniversary falls.

Subject to the discretion of the Principal Investigator, a maximum of five (5) days may be deferred at the employee's request to the following vacation year. The maximum carryover of five (5) vacation days does not apply when an employee is commencing a pregnancy and/or parental leave; by mutual agreement with the Principal Investigator, s/he may carry over up to one (1) year's vacation entitlement (based on the length of the leave s/he is taking).

The scheduling of vacation is subject to the approval of the Principal Investigator or designate, taking account of all other requests and operational requirements.

3.4 Employee Leaves

A request for a leave of absence without pay shall be made in writing to the Principal Investigator. Such leaves must be approved in writing by the Principal Investigator in consultation with Human Resources.

Please note: the end date of the employment contract will remain unchanged by any leave time taken.

Insured benefit coverage will be maintained upon request and provided the employee pre-pays the total premium cost until end of term in the employment contract or until the end of the unpaid leave of absence, whichever is shorter. This understanding is subject to any limitations incorporated in individual plans.

3.4.1 Sick Leave

An Employee may accumulate paid sick leave at the rate of a half ($\frac{1}{2}$) day for every completed month of service, to a maximum of six (6) days in a calendar year. Any unused portion of this sick leave may be carried forward to the next calendar year, to a maximum of thirty (30) days of paid sick leave accumulation at any time. For a part-time employee, the above sick leave accumulation is prorated based on the percentage of full-time equivalence.

In order to assess a claim for paid sick leave, employees may be required to provide adequate medical certification verifying:

- i) the illness or injury;
- ii) a resulting inability to work;
- iii) that appropriate medical treatment is being sought;
- iv) estimated date of return to work and any subsequent revisions to the return date;
- v) return to work schedule and if applicable;
- vi) any functional limitations and/or medical restrictions to facilitate an earlier return to work date; and/or
- vii) other relevant information as circumstances dictate (e.g., information related to communicable diseases).

The Principal Investigator or Human Resources will contact the Employee to indicate when medical evidence is required and, as circumstances dictate, when further medical evidence is required to assess the claim for sick leave.

3.4.2 Leave for Family Illness

An Employee may be granted leave with pay for up to two (2) days per calendar year, which will be deducted from their sick leave entitlement, for the purpose of caring for a parent, spouse, or child, provided such family member(s) requires care and no one other than the Employee can provide such care. The university may require proof of the need for such leave as it considers necessary.

3.4.3 Medical and Dental Appointments

Employees shall make every reasonable effort to arrange medical and dental appointments outside their regular hours of work. In the case of an Employee being unable to arrange such appointments outside their regular hours of work, the Supervisor has discretion to approve the time off and whether it will be paid or unpaid. The university may require medical documentation as it considers necessary. Time off with pay for medical and/or dental appointments will normally not exceed two (2) days per year, and will be deducted from the Employee's sick leave entitlement.

3.4.4 Other Leaves

The University will grant other leaves (including but not limited to pregnancy, parental, compassionate care, bereavement, and jury duty/court leave) in accordance with the leave provisions of the relevant provincial labour standards:

Nova Scotia Labour Standards
[Guide \(for quick reference\)](#)
[NS Labour Standards Code \(full legislation\)](#)

New Brunswick Employment Standards
[Website \(for quick reference\)](#)
[NB Employment Standards \(full legislation\)](#)

Section 4

Learning & Development

Working at Dalhousie University provides an opportunity to make a positive contribution to the student experience and acclaimed research activities. As one of the largest employers in Nova Scotia, Dalhousie encourages career development and personal growth in an environment focused on lifelong learning.

4.1 Courses & Learning Opportunities

Employee and Organizational Development, a unit of Human Resources, provides a range of development courses and workshops to employees. Information on available programs and services can be found here: <https://events-eod.dal.ca/>

4.2 ACHIEVE Program:

ACHIEVE is a system designed to support employee and organizational achievement, development and success. The system has three interrelated components: performance planning (setting goals), professional development, and reflection or learning from experience.

For more information about any of these learning and development initiatives, contact Employee & Organizational Development by email at eod@dal.ca.

Appendix A:
Job Classification Matrix & Wage Rates

JOB CLASSIFICATION MATRIX

This table includes examples of job duties (this is not an exhaustive list), and the corresponding minimum education normally required to perform such tasks. The minimum education requirements are based on the duties of the *position*, and not on the qualifications held by the *individual employee*. Use the minimum education requirement to determine the minimum hourly rate for the position (see next page). See Sections 2.1 and 2.2 of this Guide for further direction

	High School	Community College	Bachelor's Degree	Master's Degree	PhD and above	Examples of Job Titles
Clerical/ Administrative	<ul style="list-style-type: none"> * Provides front desk help * Redirects queries via phone, email, in person * Basic data entry * Schedules mtgs * filing and updating document filing systems 	<ul style="list-style-type: none"> *Provides front desk coverage; Gather information for reports; *Process cheque requisitions; Perform financial (bookkeeping) processes; *Oversee clerical/administrative processes and provide guidance on same. 	N/A	N/A	N/A	Financial clerk, Admin Asst, Receptionist, Events assistant, Logistics assistant/clerk
Technical/ Research	<ul style="list-style-type: none"> * Provides basic assistance with lab preparation and set up * Operates equipment with specific guidelines * Performs basic diagnostics and re-directs for further action. 	<ul style="list-style-type: none"> * Follows and interprets complicated drawings, specifications to follow complicated scientific processes or procedures. * Use of advanced mathematics, precision measuring instruments, and complicated electronic or mechanical test devices. 	<ul style="list-style-type: none"> *Requires technical knowledge sufficient to deal with complicated mechanical, electrical or technical problems. *Applies basic engineering or scientific knowledge to the solution of problems associated with own or related work. * Performs limited research involving routine procedures but characterized by the need for a moderate use of independent judgement. * Operates laboratory and experimental testing equipment and apparatus 	<ul style="list-style-type: none"> * A variety of duties requiring investigation of scientific facts or methods to expand the general knowledge of a field and/or develop technology. * Work requires familiarity with a wide range of work situations and techniques common to the particular field of research. * Must possess advanced knowledge and be capable of exercising considerable independent judgement * Performs complex laboratory work with responsibility for the independent development of methods and procedures. 	<ul style="list-style-type: none"> * Must possess the highest level of knowledge and be capable of exercising independent judgement in both planning and level of research work. * Oversees or directs research activity in a specific technical area, or works independently representing a certain technical specialty on a research team. * Work is performed with technical independence and is reviewed principally by the standards of professional peer evaluation such as publication in peer-reviewed journals. * Develops and executes research for a major research project, requiring proposal development, implementation, interpretation of research data and publication. 	Lab assistant, Lab associate, Technical assistant, IT technician, IT Network Technician, Database administrator, Research assistant, Research Associate (w/o managerial responsibility)

	High School	Community College	Bachelor's Degree	Master's Degree	PhD and above	Examples of Job Titles
Professional/ Managerial	N/A	N/A	<ul style="list-style-type: none"> * Innovative and analytical approaches to problem solving. * Significant requirement to solve problems and make decisions. * Provides information/advice on issues which fall within complex technical or broad administrative framework. * Establishes work priorities for self and others and determines methods to achieve required results. * Manages people and/ or programs 	<ul style="list-style-type: none"> * Work objectives achieved through innovative approaches to problem-solving and decision making, requiring interpretation of complex, often subtle criteria. * Results may not be obvious immediately and may require long-term analysis * Set project goals and determine deployment of available resources. * Manages people and/ or programs 	<ul style="list-style-type: none"> * Complex analysis and highly developed reasoning to solve wide range of intellectual and practical problems * Responsibilities in a highly visible area of influence, requiring analysis and interpretation of multi-dimensional, high risk implications for policy and resource commitments. * Manages people and/ or programs 	Grant manager, Financial manager, Operations manager, Public relations manager, Research associate (w/ managerial responsibility)

MINIMUM HOURLY RATES									
<p>The minimum hourly rates in this table are based on the minimum education required for the position. See Job Classification Matrix on previous page to determine the minimum education requirements. Use the hourly rates in this table to calculate an Employee's annual salary using the formula: [Hourly Rate] x [# of expected hours of work per week] x 52</p>									
	High School	Community College		Bachelor's Degree		Master's Degree		PhD or above	
		< 2 years of experience required	≥ 2 years of experience required	< 2 years of experience required	≥ 2 years of experience required	< 2 years of experience required	≥ 2 years of experience required	< 2 years of experience required	≥ 2 years of experience required
Clerical/ Administrative	Provincial minimum wage	\$12	\$13	-	-	-	-	-	-
Technical/ Research	Provincial minimum wage	\$12	\$13	\$13	\$15	\$15	\$17	\$17	\$19
Professional/ Managerial	N/A	N/A	N/A	\$17	\$19	\$19	\$21	\$21	\$23

Appendix B:

Human Resources Contact Information

For general inquiries regarding the administration of this Employment Guide, please email grantpaid@dal.ca or call (902) 494-3056.

Unit	Email	Phone
Payroll	payroll@dal.ca	(902)494-3700
Benefits	benefits@dal.ca	(902)494-1122
Pensions/Retirement Services	pensions@dal.ca	(902)494-1782
Compensation & Job Evaluation	jobeval@dal.ca	(902)494-1958
Recruitment & Retention	careers@dal.ca	(902)494-8886
Employee & Organizational Development	eod@dal.ca	(902)494-1115
Employee Relations	employee.relations@dal.ca	(902)494-6232
Disability Administration	dis.admin@dal.ca	(902)494-1958
General/other inquiries	hr@dal.ca	(902)494-3700