

Grant-Paid Hiring

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DALHOUSIE
UNIVERSITY



Topics To Cover

- Disclaimer
- Grant-Paid Human Resources Services
- Creating a Grant-Paid Position
- Types of Grant-Paid Positions
- Budget & Employer Fringe Benefit Costs
- Vacation Pay vs Accrual
- Offer Letters
- Terms & Conditions of Employment
- Tips/Considerations
- Resources



Disclaimer

This presentation outlines **current** Grant-Paid Employee hiring practices/procedures for grant-paid positions under Halifax & New Brunswick based PIs

Grant-Paid employees working for Halifax based PIs are now unionized under the Public Service Alliance of Canada (PSAC)

Processes are subject to change as per collective bargaining and the negotiated collective agreement



Grant-Paid Human Resources Services

- Can assist at funding proposal stage for estimated total cost of position
- Advise on appropriate employee classification, job descriptions, compensation, recruitment process and postings
- Maintain Grant-Paid Employment website and grantpaid@dal.ca email
- RRSP Administration
- Review offer and extension letters, in conjunction with Payroll Forms
- Performance management, behaviour and attendance, progressive discipline, and terminations
- Overall terms and conditions of employment
- PSAC Grant-Paid Collective Bargaining
- Training sessions with PIs/departments/faculties



Creating a Position

- PI should have an in-depth job description for the position
 - Job Description template is available on the Grant-Paid Employee website
- Postings are meant only to be a high-level snapshot of the position
- Qualifications are the minimum requirements to perform the position
- Job Description can be provided to short-listed applicants prior to the interview
- Once a position becomes vacant, excellent time to review/update the job description



Types of Grant-Paid Positions

Regular Grant-Paid Employee (RC):

- Contract duration of eight (8) months or more with a Full-Time Equivalency (FTE) of 50% or more
- Paid monthly, annual salary applies
- Offer letter signed by PI and Dean (or designate)

Temporary Grant-Paid Employee (RH):

- Duration of less than eight (8 months) at any FTE
- **Or** duration of any length at less than 50% FTE
- **Or** to replace a Regular Grant-Paid Employee during a temporary leave of absence from their position
- Paid monthly, annual salary applies
- Offer letter signed by PI

Research Student Grant-Paid Employee (RS):

- Current undergraduate or graduate students from any educational institution, who normally work part-time (less than 50% FTE) during the academic year
- Work same number of hours each week
- Paid monthly, annual salary applies
- Offer letter signed by PI

Casual Grant-Paid Employee (TT):

- Do not have regularly scheduled hours of work or a commitment of continuing regular work
- Hours are based on the project requirements and the employee's personal availability - hours fluctuate week to week, some weeks may have no scheduled hours
- Paid bi-weekly, hourly rate applies
- Offer letter signed by PI

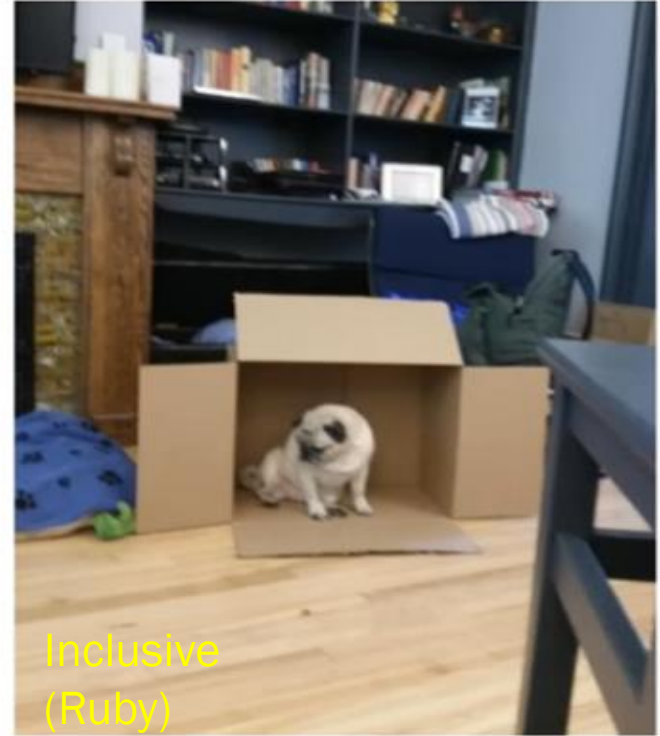
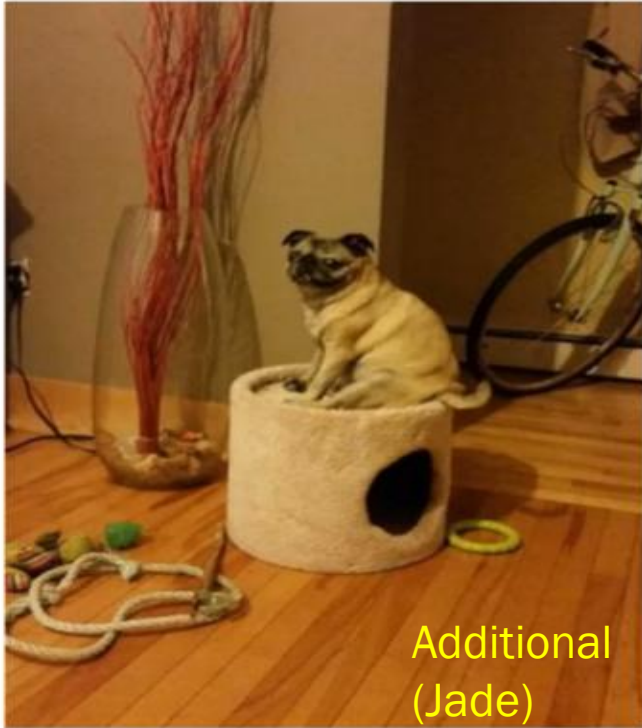


Budget & Employer Fringe Benefit Costs

- Total cost of a position = gross salary + employer fringe benefit costs
- Regular Grant-Paid – employer fringe benefit cost varies based on gross annual salary
 - Includes Canada Pension Plan (CPP), Employment Insurance (EI), Group Life Insurance, Accidental Death & Dismemberment (AD&D) Insurance, Health Insurance (family plan), Travel Insurance (family plan) and Group RRSP contributions at 5%.
- Temporary Grant-Paid, Research Students & Casual Grant-Paid = 12%
 - Includes CPP, EI, AD&D Insurance, and 4% vacation pay



Additional vs Inclusive Employer Fringe Benefit Costs





Employer Fringe Benefits in Addition to Salary



Example 1:

A PI would like to hire a regular grant-paid employee for 1 year at 100% FTE and the amount of budget is flexible.

The PI would calculate the total cost of the position to their budget as per the below:

Annual Salary = \$65,000

Employer Fringe Benefit Costs = $16\% \times \$65,000 = \$10,400$

Total Cost to PI's Budget = $\$65,000 + \$10,400 = \$75,400$



Inclusive Employer Fringe Benefits



Example 2:

A PI has a specific maximum amount to cover all costs associated with a grant-paid position, so the employer's cost of fringe benefits must be backed out to provide the annual salary amount.

A PI has an all-inclusive amount of \$50,000 to hire a Regular Grant-Paid employee for one year at 100% FTE.

Approximate employer fringe benefit cost = 17.1%

\$50,000 = **\$42,698.54** available to offer as gross salary
1.171



Vacation Pay vs Accrual

- Vacation pay - applies if contract duration is less than one (1) year
- Vacation accrual – applies if contract duration is one (1) year or more

For Regular Grant-Paid positions of 8 months to less than 1-year duration, will need to add 4% vacation pay to the employer fringe benefit amount in the “Approximate Employer Fringe Benefits Costs for Regular Grant-Paid Employees (2023)” table

Employer Fringe Benefit Cost Table is updated annually



Offer Letters

- Standard full-time hours for Grant-Paid employees is 35 paid hours per week, 100% FTE
 - Some projects require 37.5 hours per week, still considered 100% FTE
- Part-time FTEs are always based off a 35-hour paid work week
 - Use two decimal places for FTEs (i.e. 42.86%)
- Normal working hours needs to account for unpaid lunch breaks
 - 8:30 AM – 4:30 PM = 7 paid hours per day if 1-hour unpaid lunch, 7.5 paid hours per day if 30-minute unpaid lunch
- New offer letters are PDF fillable to ensure consistent terms and conditions of employment amongst all grant-paid employees. If the PI requires standard language to be modified or additional clause(s) added, must send to Grant-Paid Human Resources, prior to being issued



Terms and Conditions of Employment

- Regular Grant-Paid Employees – Governed by the Employment Guide for Regular Grant-Paid Employees
- Temporary Grant-Paid Employees, Research Students and Casuals – Governed by the Nova Scotia Labour Standards
- Grant-Paid Employees for Halifax based PIs will be governed by Collective Agreement in the future.
 - Labour Relations website provides updates on collective bargaining



Tips/Considerations


- Offer and extension letter templates are frequently updated based on best-case practices, legislation, etc. Please always download the appropriate letter from the Grant-Paid Employee website at the time of hire/extension
- Submit hiring/extension documents by the Payroll cut-off dates
- Extensions are not required to be for 1 year, can be for less than 1 year
- The Grant-Paid Employee website is an excellent resource!
- When in doubt, please ask grantpaid@dal.ca





Grant-Paid Employee Website (myDal)


Services and Resources


Employee Support


 Return to Campus Information
>> Find support and resources for returning to Dal campuses


 Employee Benefits
>> Review your coverage, submit a claim, change your status

 Job Postings
>> View and apply for the latest job postings for Dal positions


 Dal Online
>> View your pay and tax forms, submit vacation requests


 Percipio
>> Discover professional development opportunities


 **Employee Services List**
>> Explore all Human Resources-related services and supports


 Travel and Expenses (Chrome River)
>> Submit or approve expenses through the Chrome River tool


Technology


 Information Technology Services
>> Explore all information technology-related services and supports


 Online Administrative Systems
>> Find links and documentation for Dal administrative systems (e.g., Banner)

 Multi-Factor Authentication (MFA)
>> Add an extra level of security to your Dal account


 Dal + Microsoft 365 User Resource Centre
>> Review training, governance, and support materials


 Status Page for Dal Services
>> View current or upcoming Dal service outages and notices


 Virtual Private Network (VPN)
>> Connect to Dal's private data network from off campus


 myDal Web Services
>> Learn about creating and supporting a myDal site


Teaching and Learning


 Brightspace
>> View courses in Dal's learning management system

 Video Conferencing Tools
>> Deliver classes, seminars, meetings, and presentations

 Computer Labs and Software Access
>> Find software and access virtual computer labs

 Dal Libraries
>> View all libraries-related services and offerings

 Online Teaching
>> Find course design information, instructional tools, and resources

 Centre for Learning and Teaching
>> Discover practices, services, and resources for teaching at Dal



Grant-Paid Employee Website (myDal)

Human Resources

[Home](#)

[Hiring & Onboarding](#) ▾

[Pay, Pension, & Benefits](#) ▾

[Working at Dal](#) ▾

[Accessibili](#)

Hiring Processes

[Faculty](#)

[Staff](#)

[Postdoctoral Fellows](#)

[Grant-Paid Employees](#)

[Temporary Employees](#)

[Executive Recruitment](#)

[International Visitors](#)

[PeopleAdmin Recruitment System](#)

Onboarding

[Manager's Toolkit](#)

Unit	Responsible For	Contact Information
Employee Relations	Inquiries related to recruitment/job descriptions/postings, compensation, Grant-Paid Employment website, offer/extension letters, grant-paid email, employee group confirmation, performance management, behaviour, attendance, progressive discipline, termination, RRSP, terms and conditions of grant-paid employment, PSAC Grant-Paid collective bargaining, training on grant-paid processes.	Britney Sears, HR Consultant, Grant-Paid Employment: Tosin Olushola, HR Administrator: grantpaid@dal.ca
Academic Staff Relations	Inquiries related to employee immigration considerations, LMIA requirements, work permit/visas, etc.	Mimi Breslow, HR Advisor: Mimi.Breslow@dal.ca
Benefits	Inquiries related to medical, travel, dental, LTD coverage, life insurance.	benefits@dal.ca
Payroll	Inquiries related to processing of Grant-Paid Employee Payroll Forms, journal entry transfers, remittances to Manulife for RRSP, manual cheque requests, courtesy access requests, GSPIPS, setting up/changes to direct deposit information or personal information (SIN #), confirmation of employment letters, ROEs, etc.	Submission of payroll forms: payforms@dal.ca (and cc'd to grantpaid@dal.ca) Other inquiries: payroll1@dal.ca roe@dal.ca (specifically for Record of Employments)
Accessible Employment	Inquiries regarding sick leave administration, medical accommodations, return to work plans, LTD process.	accessible.employment@dal.ca
Human Rights & Equity Services (HRES)	Inquiries or reports related to human rights, discrimination, personal harassment and conflict, sexualized violence, equity & inclusion.	hres@dal.ca
Academic Staff Relations	Inquiries related to Post Doctoral Fellow Employees, Post Doctoral Scholars	academic.staff.relations@dal.ca



Questions

