

## GRANT FUNDED APPOINTMENTS INSTRUCTIONS

### PURPOSE

This pamphlet has been prepared to assist faculty who hire grant-funded employees and wish to make use of the University's payroll services. Please note that all payments to grant funded staff are made on a semi-monthly basis through a direct deposit.

As a grant holder who employs staff, you should be aware that grant employees are covered by the Employment Standards Act and the Occupational Health and Safety Act. You are legally bound to comply with the terms and conditions of these Acts. If you do not have a copy of the Employment Standards Act, a copy is available at <http://www.e-laws.gov.on.ca>. Specific information regarding health and safety requirements is included as part of this pamphlet.

We hope that you find this information helpful and request that you follow the procedures outlined in this pamphlet when hiring grant employees

### HUMAN RESOURCES SERVICES

There are three basic employment arrangements available to grant holders as part of the University's payroll services. They are:

1. Temporary Assignments
2. Continuing Appointments - Full-Time or Part-Time

### SECTION 1 - TEMPORARY APPOINTMENTS

Temporary employees are hired for a short term and paid using an hourly rate, one time payment or recurring payment. Employees in this category are covered by the Employment Standards Act.

- To pay the employee, your office must generate a Payroll Profile authorizing any of the payments noted above. This form can be found on the HR website, along with instructions on how to fill it out.
- For hourly payments, an hourly submission form showing hours worked should be submitted to payroll by each payroll deadline (in addition to the payroll profile).
- Before a salary payment can be processed, the employee must report to Human Resources/Payroll Services to be documented.
- The employee is NOT eligible for University benefit plans. Only statutory deductions are made from the employee's pay. i.e. Canada Pension Plan, Employment Insurance and Income Tax.
- Costs to the grant holder, in addition to salary, are the employer's share of the Canada Pension Plan, Unemployment Insurance, Health Tax, Workers' Safety Insurance and Vacation Pay.

### SECTION 2 - GRANT APPOINTMENTS

A grant appointment must be for a minimum term of one year at 35 hours per week.

A part-time grant appointment must be for a minimum term of one year at less than 35 hours per week but equal to or more than 17.5 hours per week.

The following applies to both full-time and part-time employees as defined above:

- Employees in this category are covered by the Employment Standards Act
- A payment is produced automatically through direct deposit on each payday (Semi-Monthly), based on an annual salary
- The employee must participate in University benefit plans, with the exception of the retirement plan, in accordance with the rules of eligibility for the plans (see section 4)
- In addition to salary costs, the grant holder will cover the employer's share of all benefit premiums as well as the employer's share of statutory deductions. The terms and conditions of vacation and sick leave are at the discretion of the grant holder but must comply with the Employment Standards Act. As a guide, vacation leave will normally be three weeks per annum with pay, and sick leave will be granted with or without pay.

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### Procedures to set up Payroll Services

- A completed [Grant Funded Appointment form](#) is required to initiate the payment process. This form must be sent to Research Accounting office for fund approval. Once funding is confirmed, Research Accounting will forward the form to the Assistant HR Advisor in Human Resources for Payroll processing.
- Copies of any correspondence sent to the prospective employee by the grant holder regarding the terms and conditions of employment should be attached to the Grant Funded Appointment form.
- The Assistant HR Advisor will contact the grant holder's new employee to arrange for documentation including benefit plan enrolment.
- The Assistant HR Advisor will contact the grant holder near the completion of an employee's initial term of appointment to determine the continuing status of the appointment.
- When an employee leaves prior to the completion of a term, the Assistant HR Advisor requires written notice of such a resignation to ensure that the employee is not paid beyond the last day worked. Such notice should also include information regarding the employee's annual leave balance and the reason for the resignation or termination.

### SECTION 3 - OCCUPATIONAL HEALTH AND SAFETY

As a supervisor of a grant employee, it is your responsibility to ensure that your employees work in safe and healthy working conditions at all times.

Please refer to the Environmental Health and Safety website at <http://www.carleton.ca/ehs/> for more information.

### SECTION 4 - SUMMARY OF BENEFIT PLANS AVAILABLE TO EMPLOYEES OF GRANT HOLDERS

The following applies only in the case of grant appointments and when the grant holder uses the University's payroll services.

| Benefit                    | Compulsory or Voluntary | Additional Information                                                                                                                                                                                                                                   |
|----------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employer's Health Tax      | Compulsory              | OHIP is funded through an employer payroll tax. This amount is charged fully to the grant holder                                                                                                                                                         |
| Extended Health Care       | Voluntary               | Premiums vary by marital status                                                                                                                                                                                                                          |
| Group Life Insurance Basic | Compulsory              | Premiums vary depending on salary                                                                                                                                                                                                                        |
| Dental Plan                | Compulsory              | Premiums vary by marital status                                                                                                                                                                                                                          |
| Employment Insurance (EI)  | Compulsory              | Premiums vary depending on salary                                                                                                                                                                                                                        |
| Canada Pension Plan (CPP)  | Compulsory              |                                                                                                                                                                                                                                                          |
| Long Term Disability       | Compulsory              | Premiums vary depending on salary - minimum one year term                                                                                                                                                                                                |
| Tuition Waiver*            | Voluntary               | A grant holder may, at his/her discretion, pay the tuition for the grant employee and his/her dependents. The tuition costs will be charged to the grant holder and the employee will have the tuition value added to their T4 slip as a taxable benefit |