**New Hire Form Through Research Services**

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| --- | --- |
| PI’s/Supervisor’s name |  |
|  |  |
| Cost centre |  |
|  |  |
| Sub-cost centre |  |
|  |  |
| Project |  |

**Employment Status:** *Please check the applicable box below.*

[ ]  Canadian or Permanent Resident [ ]  Work/Study Permit

**Recruitment Type:** *Please click the applicable box below.*

[ ]  **Casual:** *This is the most common choice for research assistants. Casual employees can be hired for a minimum of 3 months and a maximum of 12 months and can be renewed if needed. Any position with irregular hours where the incumbent will fill in timesheets will be Casual. Any position that is not posted for open recruitment must be Casual.*

[ ]  **Temporary:** *These positions have a guaranteed number of hours per week, up to 37.5 hours per week. The RA does not complete timesheets but gets paid the allotted hours. It is up to the supervisor to ensure that the RA works the allotted hours. If an RA goes over or under their set hours, they must communicate with payroll each time. Temporary positions must always be posted.*

***If Temporary***, will your RA be working more than 20 hours per week?

 [ ]  **Yes** **->** Please note, the cost to the project will be their hourly rate plus 25% for EI, CPP, and cost of benefits (dental, health, pension, etc.). The RA will have paid vacation leave.

 [ ]  **No** **–>** the cost to the project will be their hourly rate plus 15% for EI, CPP, and they will receive vacation pay rather than paid vacation and leave.

**Hiring Information:**

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| --- | --- |
| Estimated start date (*Please* *ensure* a minimum of two weeks if there is an incumbent or six weeks if there will be a posting.) |  |
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| Estimated end date (For Casual Research Assistants on timesheets, 12 months maximum, and usually three months minimum.) |  |

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| Number of hires needed |  |

Do you know the NAME of the present incumbent OR person expected to fill the position? If not recruitment: [ ]  **Yes ->** please complete the rest of this section [ ]  **No ->** please go to the next section.

|  |  |
| --- | --- |
|  Name of the incumbent: |  |
| **IMPORTANT:** Please ask the incumbent to create an HRSmart account [here](file:///%5C%5Cfileserver%5CCommunities%5CStaff%5Coffice%20of%20research%5Cpublic%5CHR%5Chere), and please send a copy of their resume (which includes their Canadian residential address, email address, and phone number) when returning this form. |
| Is this person currently involved in other paid work (e.g. staff, associate faculty, contract) with RRU? [ ]  **No** →Please go to the next section  [ ]  **Yes, they’re staff** → Please complete Appendix A before completing this form [ ]  **Yes, other** → Please contact Research Services before proceeding |

**Position Title:**

All amounts below are the pay scales for the RAs (April 2024). **Please note**:To determine the project’s total cost, please see the “Wage Information” section on the next page.

***Please click the box next to the applicable title***

[ ]  **Research Assistant 1:**

($21.54 - $26.27) about $161-$197 per day

Collects and records data using structured techniques. Codes and inputs data using a computer program; conducts interviews face to face and by telephone using structured interview schedules; tabulates data and computes statistics under supervision; conducts standard literature reviews and provides descriptive annotations; guidelines are readily available. Qualifications and experience will vary.

[ ]  **Research Assistant 2:**

($24.70 - $31.00) about $185-$232 per day

Conducts unstructured or semi-structured interviews; judgment is required; analyses data under general supervision using statistical packages or electronic spreadsheets; administers research projects on a day-to-day basis; assists in the development of research instruments; conduct literature reviews requiring critical annotations; assists in preparation and writing of draft reports; conducts a univariate and bi-variate analysis of quantitative data. Qualifications and experience may require an undergraduate degree in the subject area or equivalent. (Equivalent is 3-4 years of related work experience.)

[ ]  **Research Assistant 3:**

($28.62 – $34.92) about $214-$261 per day

Manages entire projects or significant aspects of projects independently; develops and conducts unstructured or semi-unstructured interviews; judgment is required; may supervise other research assistants; conducts literature reviews requiring critical annotations; prepares and writes draft reports; performs statistical analysis using SPSS-X or similar packages; requires analytical and judgment skills. Qualifications and experience require an undergraduate degree in the subject area or equivalent. Minimum of 6-7 years of education/experience, including specialized skills related to the area.

[ ]  **Researcher:**

($33.43 - $41.93) about $250-$314 per day

Develops detailed research designs, monitoring the operationalization of research questions and choice of appropriate techniques of data collection and analysis; develops and implements research instruments; takes on primary responsibility for project management (e.g. planning, resource estimation, coordination and control); may supervise other research assistants or clerical staff; conducts multivariate statistical analysis or uni-variate or bi-variate analysis requiring a high level of statistical judgment; may take the lead on report writing or other knowledge mobilisation activities. This level is a senior level and works with significant independence. Qualifications and experience require a postgraduate degree in the subject area. Related experience is preferred, with previous research experience required.

**Wage Information:** *Please complete all boxes*

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| --- | --- |
| Hourly wage of the employee |  |

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| --- | --- |
| Hourly cost to the project \*\*\*  |  |

\*\*\* Please add 15% if the person is Casual or 25% if an RA will be Temporary (i.e. not on timesheets) *and* work more than 20 hours per week.

**Hourly Expectations and Funding Information:**

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| --- | --- |
| Number of hours expected per week (cannot be more than 37.5) |  |
|  |  |
| Number of weeks in total |  |
|  |  |
| Total Expected Cost of the position (Please use the “hourly cost to the project” from the previous section to calculate.) |  |
|  |  |
| Total Funding available for this position |  |

**Job Description and Hiring Rationale:**

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| **Job Description:** *Please include a complete list of tasks* |
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| **Job requirements:** *Please include the minimum qualifications* |
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| **Goals and Rationale:***Please include how this position will add to meeting the purposes of the project overall and provide a summary of the entire project, including the project end date.* |
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| **Budgetary Impacts/ Revenue Targets:** *Please include any relevant financial information (e.g., the total funding available for the project if all monies must be spent by a specific date.)* |
|  |
| **Additional Information:***Please include any additional information you think may be relevant (e.g., reason for hire, what the consequences are of not filling the vacancy or extending the current contract, whether the position is expected to be extended and under what conditions and for how long, etc.)* |
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| [ ]  Please check here to confirm that you have reviewed the Conflict of Interest in Research [Policy](https://policies.royalroads.ca/policies/conflict-interest-research) and [Procedures](https://policies.royalroads.ca/procedures/conflict-interest-research). |
| **I have an actual, perceived or potential Conflict of Interest in Research to disclose:** [ ]  Yes [ ]  No If yes, please describe the conflict: |
| By submitting this new hire form, I hereby acknowledge that I have read the Conflict of Interest in Research Policy and Procedures, I have availed myself of assistance from Research Services for clarification where necessary, and I agree to fully abide by the terms of the Conflict in Interest in Research Policy. |

## Appendix A: Hiring a Staff Member as a Research Assistant

When hiring a Royal Roads staff member as a research assistant (RA), please be aware that [employment standards](https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/wages) require us to apply overtime rates if that person is already a full-time staff member. If the person is part-time, they may work up to 37.5 hours per week before overtime rates apply[[1]](#footnote-1).

1. Please contact payroll (P.Ayroll@RoyalRoads.ca) to find out if their overtime rate will apply and what that overtime rate will be. Please keep in mind that you will need to add 25% to that rate (rather than 15%) to cover benefits/vacation. You will use this rate when completing the RA - New Hire Form.

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| I‘ve contacted payroll as above and have used the overtime rate in the RA – New Hire Form: YES [ ]  NO [ ]  |

1. Please provide a statement describing how the project will be affected and how it can still be completed feasibly, using fewer RA hours.

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1. Please provide evidence (e.g., a screenshot of an email) that your RA has obtained permission from their regular RRU supervisor to work overtime on this project.

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1. **Overtime (OT) rules are as follows**: After 7.5 hours per day:

Daily OT - first 2 hours are at 1.5X – any additional hours are at 2X

Weekly OT - first 9 hours are at 1.5X – any additional hours are at 2X

Stat holidays – are at 1.5X unless the employee has OT calculated in the same week then weekly OT applies. [↑](#footnote-ref-1)