Welcome!

HR for Researchers

February 27, 2026

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Agenda

Overview of HR
- About Us
- How we can support you!

Recruitment in Research
- Bargaining Units
  - Post Doctoral Fellow hiring and costs
- Research Awards vs Employment
- Employment vs. Contracted Services Policy

Health & Safety
- Responsibilities wrt onboarding

Questions

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About Us

- Located in Ad Hum – 4th floor
- General inquiries - HR.Support@uregina.ca
- Organizational Development and People Programs
- Faculty and Staff Relations
- Pension and Benefits
- Health and Safety
- Payroll
- HR Service Centre/HR Support
- Equity, Diversity and Inclusion & Respectful University Services

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How the OD&PP Team can support you

- Navigating the collective agreements and internal policies ensuring compliance
- Creation of job descriptions, interview guides, salary recommendations
- Immigration support : LMIA exempt Job Offers
- Addressing performance concerns, providing draft speaking notes, letters of expectations.

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Recruitment in Research

- Five Collective Agreements found on the Human Resources page on UR Source.
  - **CUPE 5791 Research:** Post Doctoral Fellows, Research Associates, Research Assistants and Research Technologists.
  - **CUPE 2419:** covers students employed to provide teaching and research assistance.

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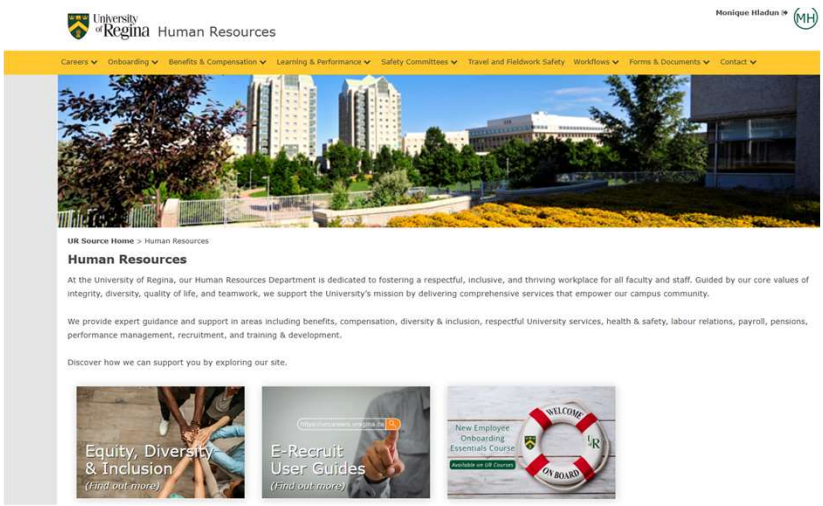
Research Award vs Employment

- **Research Award:**
  - is offered to support a post-secondary student in their research.
  - the student is the primary beneficiary
  - work will contribute directly to the student's research
- **Student under CUPE 2419:**
  - Hired to work on an academic staff member's project
  - Not the primary beneficiary
  - Employment contract in place
  - Must be posted for more than 25 hours/semester
  - Rehires can happen for Research related positions without reposting

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UR Source



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UR Source

- https://ursource.uregina.ca/hr/index.html

- Key areas for you on UR Source
  - Careers - Research Recruitment
  - Collective Agreements
  - Benefits & Compensation - Benefits Overview
  - Safety & Wellness
  - Equity, Diversity & Inclusion
  - New Employee Training
  - Conflict of Interest

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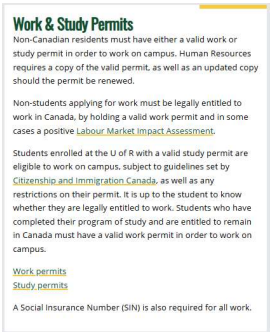
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eRecruit

- Career Opportunities
- UR Careers

Application FAQs

- How do I apply for a job posting?
- How do I apply for casual positions?
- How do I check the status of my application?
- How do I make changes to my application?
- How do I find my username?
- How do I find my password?



Work & Study Permits

Non-Canadian residents must have either a valid work or study permit in order to work on campus. Human Resources requires a copy of the valid permit, as well as an updated copy should the permit be renewed.

Non-students applying for work must be legally entitled to work in Canada, by holding a valid work permit and in some cases a positive Labour Market Impact Assessment.

Students enrolled at the U of R with a valid study permit are eligible to work on campus, subject to guidelines set by Citizenship and Immigration Canada, as well as any restrictions on their permit. It is up to the student to know whether they are legally entitled to work. Students who have completed their program of study and are entitled to remain in Canada must have a valid work permit in order to work on campus.

Work permits
Study permits

A Social Insurance Number (SIN) is also required for all work.

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Cost & Responsibility of Hiring

Employee Group	Employee Sub Group	Payment Type	Full-time Work Hours Per Day	Full-time Equivalent Paid Hours Per Week	Overtime Rate (times regular wage)	Eligible for Benefits	Time Tracking System	Time Tracking Frequency	Bi-weekly Vacation Pay	Leave Banks Available			
										Vacation	SDO	Overtime Banking / Time-in-lieu	Paid Sick
CUPE 5791	Term >= 8 months	Salaried	8.00	40.00	1.5	YES	Banner Leave Reporting	Monthly		YES	YES	NO	YES
	Term < 8 months	Salaried	8.00	40.00	1.5	NO (1)	Banner Leave Reporting	Monthly	YES		YES	NO	YES
Research	Casual/Hourly	Hourly	8.00	40.00	1.5	NO (2)	Banner Timesheets - Hourly	Bi-Weekly	YES			NO	
CUPE 2419	Term	Salaried	8.00	40.00	1.5	NO	N/A	N/A	YES			NO	YES (3)
	Casual/Hourly	Hourly	8.00	40.00	1.5	NO	Banner Timesheets - Hourly	Bi-Weekly	YES			NO	YES (3)

(1) Cummulative terms that add up to >=8 months are eligible for benefits
(2) Hourly employees who work >50% on a regular basis can become eligible for benefits
(3) Sick is available based on calculation of hours worked over past year. It must be manually applied to payroll.

***The UofR is one employer; work performed by your employees for other supervisors/departments on campus impacts benefits eligibility and overtime threshholds

Payroll Calendar with hiring paperwork and timesheet deadlines:

https://www.uregina.ca/human-resources/new-employees.html

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Banner Workflow

- General Hire Workflow
  - Purpose is to automate the hiring process for all CUPE 2419, CUPE 5791 casual, CUPE 5791 Research, non-unions, scholarships, and contractors hires.
  - Administrative support will generate letters
  - Researcher responsible for providing position and candidate info
  - Cost of benefits needs to factor in

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Banner Workflow

CPDOCF	Post Doctoral Fellow	Salary, Annual	SPHP, SPH4, TOIL, TOL4
CPDFHR	Post Doctoral Fellow Hourly	Hourly	SPHP
CRASHR	Research Assistant Hourly	Hourly	SPHP
CRASSA	Research Assistant Salaried	Salary, Annual	SPHP, SPH4, TOIL, TOL4
CRACHR	Research Associate Hourly	Hourly	SPHP
CRACSA	Research Associate Salaried	Salary, Annual	SPHP, SPH4, TOIL, TOL4
CRTCHR	Research Technologist Hourly	Hourly	SPHP
CRTCSA	Research Technologist Sal	Salary, Annual	SPHP, SPH4, TOIL, TOL4

CUPE 5791 RESEARCH POSITIONS

Code	Description	Notes
SPHP	Pays 3 weeks vacation pay & statutory holiday pay.	Required for all hourly or casual positions
SPH4	Pays 4 weeks vacation pay & statutory holiday pay.	Required for all hourly or casual positions with more than 5 years of service
3HOL	Pays 3 weeks vacation pay	Salaried employee whose term is less than 8 months OR works less than 0.5 FTE
4HOL	Pays 4 weeks vacation pay	Salaried employee with more than 5 years service whose term is less than 8 months OR works less than 0.5 FTE
TOIL	Accrues 3 weeks vacation	Salaried employee whose term is 8 months or more AND works more than 0.5 FTE
TOL4	Accrues 4 weeks vacation	Salaried employee with more than 5 years service whose term is 8 months or more AND works more than 0.5 FTE

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Employment vs Contracted Service Policy

Link to the Policy

As an individuals who is hiring employees (staff or students) or contractors, you are responsible for ensuring:

- employees and contractors are hired appropriately;
- where there is an employee-employer relationship, employment income is subject to statutory deductions such as income tax, Canada Pension Plan (CPP) premiums, and Employment Insurance (EI) premiums; and
- the University does not enter into an agreement with an individual that states that the individual is not to be considered an employee if the particular circumstances of the relationship are not consistent with this statement.

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Employment vs Contracted Service Policy

Determination of Employment Relationship

The Canada Revenue Agency (CRA) has established four (4) criteria which may be used to distinguish a contract of service (employment) from a contract for service (contractor): Control; Ownership of Equipment and Tools; Opportunity for Profit and Risk of Loss; and Integration. The four (4) criteria will not necessarily be given equal weighting in determining the type of relationship.

Generally, someone is an employee when:

- The University directs and controls how the work will be done.
- The University provides the facilities and other resources.
- The University runs the risk of loss.
- The work is related to the University's core business of teaching and research.

Generally, someone is an Independent Contractor when:

- The individual determines the work process to meet the University's established outcome.
- The individual provides the facilities, equipment and other resources.
- The individual runs the risk of loss.
- The work is not related to the University's core business of teaching and research.

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Health & Safety – About Us

- Industrial/Construction Safety
- Emergency Management
- Radiation Safety
- Chemical & Laboratory Safety
- Inspections
- Laser Safety
- Biosafety
- WHMIS & Chemical Inventory

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Health & Safety Onboarding

- If you're directing or overseeing the work of others, you're a Supervisor (in the context of the SEA)
- There are many responsibilities related to safety
- Health & Safety is here to support!

- Safety for Supervisors Course
  - www.uregina.ca/health-safety

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New Employees - Orientation

- All offer letters for new employees list the requirement to complete the H&S Orientation Course (online) within 90 days
  - As their supervisor, are you ensuring it's done?
  - How are you reinforcing the concepts?
  - What site-specific training do you need to supplement this course with?

Additional Training

For anyone:

- Risk Assessment Course – strongly recommend for research
- Fire Extinguisher Workshops

Specific hazards/activities:

- Exposure Control
- WHMIS
- Biomedical Safety
- Chemical & Laboratory Safety
- Radiation Safety
- Laser Safety
- Travel & Fieldwork Safety

Training/Orientation – Site Specific

- Examples for your area?
  - Nearest fire extinguisher/alarm pull station
  - Nearest AED
  - Location of first aid kit
  - Protective Services
  - Emergency exit routes
  - Travel/Fieldwork safety
  - Working with hazardous materials
  - Other emergency procedures (see EP Guide)
  - Safe Operating Procedures
  - Hazardous equipment

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Document, Document, Document

- Onboarding checklist with safety things incorporated
- Keep copies of completion certificates for any training courses done

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Wrap up

- Biggest takeaway
  - Start with UR Source!
  - Reach out to your support staff
  - Reach out to your HR Partner
  - Take Safety for Supervisors if you haven't already
  - Have everyone take the H&S Orientation course online

QUESTIONS?

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CONTACT INFO

General inquiries - HR.Support@uregina.ca

E-Recruit inquiries- UofR.Recruitment@uregina.ca

Talent Advisor - Brittany.Boczulak@uregina.ca

All other inquiries can go to your HR Business Partner - Monique.Hladun@uregina.ca, Jenessa.Cameron@uregina.ca, or Kait.Budzak@uregina.ca

Health & Safety – Health.Safety@uregina.ca

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