



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
January 31, 2013

Number
R 50.04

Revision Date

Revision No.

University Research Assistant

1.0 Purpose:

- 1.1 The purpose of this policy is to define a University Research Assistant and provide guidance to faculty members, Departmental Chairs, and Faculty Deans on their obligations when employing and appointing a long-term, full-time University Research Assistant, whose income and benefits is derived from grants or contracts.
- 1.2 Considering the existing Policies concerning research employees, the University Research Assistant Policy creates a new category of employee to recognize existing long-term, full-time research-funded employees and adequately address their specialized employment status.

2.0 Definitions

Project Appointments of University Research Assistants are for a minimum of two years and will continue until the project is completed or terminated, whichever is earlier. The probability of a project's long-term continuance and of supporting funds will be an important determinant in appointing a University Research Assistant under this criterion. Continuation of this position, as a project appointment, will be dependent upon sustained funding and a demo

6.2 Principles

The following principles will govern the University Research Assistant position:

- (a) A University Research Assistant shall not hold a concurrent position as an Adjunct Professor, a faculty member, University Research Associate, Post-Doctoral Fellow, or a student.
- (b) The Supervisor will be responsible for monitoring a University Research Assistant's individual eligibility status to ensure the appointed University Research Assistant can receive or continually receive compensation from external sponsor or University sources.

(b) Non-Discretionary Benefits

The Supervisor's funding source will cover 50% of the benefits listed below:

Medical Services Plan of British Columbia

Extended Health Care Plan

Dental Care Plan, eligible after one year of continuous service with the same Supervisor (with assured employment for at least another six months).

The appointee will cover the remaining 50% of benefit costs through payroll deductions.

7.2 Vacation

The appointee is entitled to 20 days vacation each year at a time to be determined in consultation with the Supervisor.

8.0 Procedure Addressing Employment Issues

8.1 A Supervisor will adhere to the responsibilities and regulations outlined in this policy. Should an employment issue arise, the University Research Assistant is encouraged to informally discuss the matter with his/her Supervisor. In the event that the Supervisor dishonoured the responsibilities and regulations of this policy, the University Research Assistant should bring the matter to the attention of the Department Chair, the direct supervisor of the faculty member. If the Department Chair cannot resolve the matter, the University Research Assistant may convey his/her concerns to the Faculty Dean and, lastly, the Vice-President, Research. The decision of the Vice-President, Research shall be considered final.

At each step of this procedure, the Departmental Chair, Faculty Dean, and Vice-President, Research, will respond in a timely manner.