



Name: **Research Assistant Employment Policy**

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Under the CBU Rates of Pay Policy, the Office of Research and Graduate Studies establishes rates of pay for assistants employed through research grants (both internal and external).

Research Assistant Wages

The CBU rate of pay for student employees hired through research grants is based on the Nova Scotia minimum wage and the portion of a degree completed. The rate of pay will be enforced for all research assistants hired under RP grants. However, when external grants require or allow higher rates of pay, the rates of pay in the table below are minima and research assistants may be paid an amount higher than the rates given below.

The rates of pay will be adjusted whenever the Nova Scotia minimum wage is adjusted and will be reviewed annually to ensure that research assistants are fairly and competitively compensated.

Credits Completed	NS minimum wage	Educational increment	Total hourly wage
≤30	\$11.00	\$2.00	\$13.00
≤60	\$11.00	\$2.50	\$13.50
≤90	\$11.00	\$3.00	\$14.00
≤120	\$11.00	\$3.50	\$14.50
Advanced Student	\$11.00	\$6.00	\$17.00
Masters Student	\$11.00	\$7.00	\$18.00
Ph.D. Student	\$11.00	\$8.00	\$19.00
Post-doctoral Fellow	\$11.00	13.00	\$24.00
Research Associate	\$11.00	17.00	\$28.00

Advanced Students are students who have significant prior relevant work experience. Graduate Students are students enrolled in a relevant graduate degree at the masters or doctoral level. Postdoctoral fellows are individuals who have completed a PhD degree, normally within the last 5 years. Research Associates are individuals who have completed a PhD degree and have more than 5 years of relevant experience.

Allowable Hours

A research assistant (undergraduate or graduate) is allowed to work a maximum of 100 hours per semester when he/she is registered as a full-time student. These hours should be reasonably distributed over the semester so as to not interfere with the student's studies.

The normal full-time work week for CBU employees is 35 hrs (70 hrs biweekly).

#### Contracts and Timesheets

Researchers employing students are required to complete an Employment Contract Fund 40 form available from Human Resources. The form must be completed by the project manager and forwarded to the Office of Research and Graduate Studies for appropriate approvals. Note, please use the appropriate rate of pay from the table above.

Research assistants hired on contracts that allow for varying hours are required to submit a Timesheet to payroll every two weeks. The timesheet must be signed by the project manager. The submission deadlines for each pay period are published on the payroll services website.

#### Employer Contributions

Project managers should be aware that all mandatory employment-related costs (MERCs); such as vacation, employment insurance, and CPP contributions; will be charged to the research project. For budgeting purposes, project managers can assume these will add an addition 12% to the total employment costs.

For example, a researcher hires a student who has completed 60 credits for 20 hours/week for 10 weeks. The student is paid \$13.20/hr, for a total of  $\$13.20/\text{hr} \times 20 \text{ hr}/\text{wk} \times 10\text{wk} = \$2640$ . In addition to this base salary, the student will receive 4% in lieu of vacation. Other MERCs will add approximately 8% and thus the project will have a total expense of \$2956.80.