



EMPLOYMENT UNDER EXTERNALLY FUNDED GRANTS AND CONTRACTS

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1. DEFINITIONS

- 1.1 For the purpose of these regulations, the term 'grantee' means the holder of a specific purpose grant or contract.
- 1.2 The 'grantee' is the employer of individuals employed to work on specific purpose grant or contract supported projects.

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- 3.6 The grantee shall be responsible for the employer's share of premiums for any University benefit plans in which their employees are eligible to participate. Subject to requirements set out in 5.5, employees under these grants and contracts may apply to participate in benefit plans provided that the grantee has agreed that the employer's share of the premiums will be paid from the grant or contract funds.

4. PROCEDURES

The Department of Human Resources shall process all employment and related documents at the instruction of the grantee in accordance with the following procedures:

- 4.1 'Instructions to Pay' forms are required from the grantee when an employee is to be hired. The only exceptions are for short term employment for less than one month or for a total of \$1,000.00 or less per year, in which case a 'Payroll Timesheet' should be forwarded directly to the Payroll Office.
- 4.2 Each 'Instructions to Pay' form shall be acknowledged by the Chair, Director, or other appropriate University Officer. This acknowledgment constitutes confirmation that appropriate space and facilities are available to accommodate the grantee's employee.
- 4.3 Upon receipt of a completed authorized 'Instructions to Pay' form, a 'Confirmation of Employment Status' letter will be prepared for the grantee by the Department of Human Resources. The grantee will sign the document, give a copy to the employee together with a copy of these regulations, send a copy to Payroll, r any

5.5.2 Pension Plan

Voluntary participation in the appropriate University Pension Plan for employees holding Confirmation of Employment Status after 12 consecutive months of employment at half time or more. The *Pension Benefits Standards Act* requires that the grantee pay the employer's share of Pension contributions for eligible employees wishing to participate.

5.5.3 Basic Group Life Insurance

Voluntary participation upon becoming eligible for a University Pension Plan.

5.5.4 Optional Group Life Insurance

Voluntary upon joining the Basic Group Life Insurance Plan.

5.5.5 Dental Plan

Voluntary participation upon becoming eligible to join a University Pension Plan.
