Welcome!

Human Resources

Tune in to Tune up

March 31, 2025

University of Regina

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

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 we 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 here

- **CUPE 5791 Research:** Post Doctoral Fellows, Research Associates, Research Assistants and Research Technologists.

  – Postdoctoral Fellow Hiring Procedures

- **CUPE 2419:** covers students employed to provide teaching and research assistance.

  – Research Student Employment Guide

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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
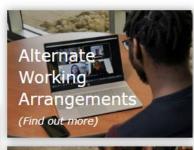 - Rehires can happen for Research related positions without reposting

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UR Source

UR Source

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

- Key areas for you on UR Source

  - Careers - Research Recruitment
    - Research Student Employment Guide
    - Post Doctoral Fellow Hiring

  - Benefits & Compensation - Benefits Overview

  - Safety & Wellness
    - Safety for Supervisors Training

- Equity, Diversity & Inclusion

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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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 letter
    - 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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Wrap up

- Biggest takeaway
    - Start with UR Source!
    - Reach out to your support staff
    - Reach out to your HR Partner

QUESTIONS?

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CONTACT INFO

General inquiries
HR.Support@uregina.ca

E-Recruit inquiries
UofR.Recruitment@uregina.ca

Talent Acquisitions Advisor
Brittany.Boczulak@uregina.ca

All other inquiries can go to your HR Business Partner
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Kait.Budzak@uregina.ca

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