

Please review the classification specifications to understand the differences between the two classifications: <https://www.uwinnipeg.ca/hr/class-specs.html>

If you need assistance in determining the correct classification, please contact your Human Resources Consultant: <https://www.uwinnipeg.ca/hr/who-is-my-hr-contact.html>

No the rate of pay for a Research Assistant is set and cannot be altered.

For up-to-date pay rates, please refer to Appendix A Wage Rates in the PSAC Research Capacity Collective Agreement: <https://www.uwinnipeg.ca/hr/collective-agreements.html>

You must also factor in an additional 16% for vacation pay and mandatory employment related costs, i.e. CPP, EI, Payroll Tax.

Yes, while there is a set minimum rate of pay for a Senior Research Assistant, there is flexibility to assign a higher rate. The rate should be determined based on the qualifications and experience required to perform the duties of the role.

For up-to-date pay rates, please refer to Appendix A Wage Rates in the PSAC Research Capacity Collective Agreement: <https://www.uwinnipeg.ca/hr/collective-agreements.html>

You must also factor in an additional 16% for vacation pay and mandatory employment related costs, i.e. CPP, EI, Payroll Tax.

4)

PSAC- Research Capacity positions must be posted for a minimum of 7 calendar days. (Article 13)

The Posting Request Form for PSAC-RC is on the

Yes, you may directly fill your position in the following circumstances (Clause 13.2):

In the event of a sudden departure of the incumbent for reasons such as serious illness or resignation, from applications kept on file where possible; or

Hourly Employee positions less than forty (40) hours in duration; or

In the event an Employee receives a subsequent appointment with the same Researcher within the same research project, and was not initially directly appointed into their position; or

In the event the Researcher wishes to grant an appointment to a student for the purposes of

This appointment shall occur no later than two (2) months following the completion of the

Human Resources will create the position within three (3) working days of receiving the request. Once posted, you will receive email confirmation which will include a link to the posting and instructions for using the recruitment system.

Please note that the closing date may be adjusted to meet the minimum posting length of 7 calendar days.

You will be provided with direct access to the electronic recruitment system to access to your applications as soon as the position is posted. Access to the recruitment system is available on the Human Resources website: <https://www.uwinnipeg.ca/hr/employment.html>

Under the recruitment system, you will be directed to the website.

You can also go d

Please note, once the minimum posting requirement of 7 days is met, a position can be reposted for any length of time, i.e.: 3 days.

Interviewing is recommended. If you require assistance in developing interview questions, contact your Human Resources Consultant: <https://www.uwinnipeg.ca/hr/who-is-my-hr-contact.html>

Once questions have been determined, contact candidates directly to schedule interviews via phone or Zoom.

Following interviews, we recommend completing 1-2 reference checks on your top applicant before moving forward with an offer. For a copy of our reference check guide, please contact Elaina Stuart, HR Assistant at [e.stuart@uwinnipeg.ca](mailto:e.stuart@uwinnipeg.ca).

Once you re ready to make an offer, contact your top applicant directly to offer the position. Once the offer is accepted, notify all other interviewed applicants that they were not successful.

All applicants who meet the criteria for the position based on your posting, whether a University of Winnipeg student or otherwise, can be considered.

#### 1) Employment Form for PSAC-RC

The Employment Form can be found under Hiring on the \_\_\_\_\_ page of the Human Resources website: <https://www.uwinnipeg.ca/hr/forms-revised/hr-forms.html>

This form should be completed by you first and then the successful applicant. Be sure to complete the Employment Information section in full, including:

- Posting Number
- Estimated Hours
- Rate of Pay
- Start/End Dates
- Award Number(s)
- Department and Contact Person
- Authorized Signature/Date

After completing and signing your section, forward to the successful applicant to complete their section and ask them to send the form back to you.

Once completed in full, send to [HRIS@uwinnipeg.ca](mailto:HRIS@uwinnipeg.ca) for processing.

, if any information is missing on the Employment Form it will be returned for completion.

2) New Employee Forms

If your new employee has never worked for the University of Winnipeg, provide them with the following link to complete their new employee forms (i.e.: tax forms) online:

<https://www.uwinnipeg.ca/newhire>

If your new employee has previously worked for the University, only the Employment Form is needed.

3) PSAC-RC IP Acknowledgement

Send your new employee the link to our PSAC-RC IP Acknowledgement Agreement. This agreement

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