

## Research Personnel - Employment and Awards

***This is a guide for research-related activities only.*** For assistance or information on positions with a VIUFA, BCGEU, CUPE or ADMIN affiliation, please contact the [Human Resources Office](#). For student WorkOp funded positions, contact the [Centre for Experiential Learning](#).

### Recruitment Assistance

Centre for Experiential Learning – Employment opportunities for VIU students (undergraduate and master's students only) can be advertised on the CEL website. Email [CEL@viu.ca](mailto:CEL@viu.ca) for information and instructions.

VIU Human Resources – Employment opportunities for non-students can be advertised on the Careers website. Email [recruit@viu.ca](mailto:recruit@viu.ca) for information and instructions.

### Suggested Pay Ranges

Pay ranges for research employment is flexible within reason; however, you must ensure the current [BC Employment Standards Act](#) minimum wage is honoured.

	<b><i>Range</i></b>
Undergraduate	BC minimum wage up to \$20/hour
Master's	BC minimum wage up to \$25/hour
Doctorate	BC minimum wage up to \$30/hour
Postdoctoral Fellow	BC minimum wage up to \$70,000/year
Project Personnel	BC minimum wage up to \$40/hour

### Employer Costs

In addition to wages, there are also employment-related costs the employer will be required to cover. These include:

- Vacation
- Canada Pension Plan
- Employment Insurance
- WorksafeBC
- Employer Health Tax
- Municipal Pension Plan
- Health Benefits

The following applies to all employees and totals approximately 14% in addition to the base hourly wage:

Effective January 1, 2020 – December 31, 2020	
Vacation (based on a minimum of 2 weeks per BC Employment Standards Act)	4.00%
Canada Pension Plan	5.25%
Employment Insurance	2.212%
WorksafeBC	0.41%
Employer Health Tax	1.95%

Employer contributions to the Municipal Pension Plan (MPP) will apply where enrollment in the MPP is, or becomes, mandatory. This primarily includes longer-term, continuous employees or those who are currently contributing to the MPP. If enrollment in the MPP applies (see enrollment guidelines below), an additional 9.66% will apply in addition to the 14% noted above for a total of approximately 24% in employer costs:

Municipal Pension Plan (MPP), if applicable	9.66%
---	-------

**Mandatory Enrollment:**

- employees who are not permanent but who are employed on a continuous\*, full-time basis with the same employer for 12 months,
- employees who are not full-time but who fill a permanent, full-time position on a temporary, continuous\* basis for 12 months,
- new employees who are already contributing to the plan through another Municipal Pension Plan employer,
- existing employees who start contributing to the plan through another Municipal Pension Plan employer,
- new employees who were contributing to the plan through any Plan employer with a break in service of less than one month and the employee has not applied for a pension.

**Optional Enrollment:**

- Employees employed on a continuous\* basis (including part-time or temporary staff) who have completed two years of continuous\* employment and earned at least 35 per cent of Canada Pension Plan’s Year’s Maximum Pensionable Earnings (YMPE) in each of two consecutive calendar years.

\* An employee is employed on a “continuous” basis if there are no breaks (lay-offs) in employment greater than 26 weeks and no termination of employment.

Project Personnel may be eligible for employer-paid health benefits. If an appointment is at least 5 months' duration and 17.5 hpw (or 35 hours bi-weekly), these employees are eligible for employer-paid Medical Services Plan (MSP), Dental, and Extended Health benefits. If the appointment is at least 10 months duration and 35 hours bi-weekly, Project Personnel employees are also eligible for Life Insurance and Accidental Death & Dismemberment (AD&D). Project Personnel are not eligible for Short- or Long-Term Disability. These costs are entirely dependent on the employee's family status and enrollment is voluntary. Where applicable, the employer costs are:

<b>Effective April 1, 2020</b>	<u>Single</u>	<u>Couple</u>	<u>Family</u>
Dental	\$53.12	\$92.96	\$146.08
Extended Health	\$69.83	-	\$159.57
AD&D	0.015/\$1,000 salary		
Group Life	0.162/\$1,000 salary		
There is at least a one month waiting period for MSP, Dental, Group Life and AD&D. Coverage commences on the 1 <sup>st</sup> of the month following one complete calendar month from date of employment or eligibility. Extended Health coverage commences on the first of the month following the date of employment or eligibility.			

If you require assistance in determining Municipal Pension Plan or health benefits eligibility, please consult with [Human Resources](#).

Use this [Wage Costing Worksheet](#) to calculate total pay (base rate, vacation, employer costs, and pension (if applicable)). A calculation for health benefits is not included on this form as these costs are entirely dependent on the employee opting in and their family status.

### **Appointment/Payment Process**

The [Research Employment/Award Matrix](#) has been developed to help determine how and who initiates payment arrangements. The matrix outlines all the possible scenarios and whether the payment is considered salary, an internship, a scholarship or a research grant.

Use the [Research Employment Payment Request Form](#) to arrange for the payment, although in the case of VIU students, only Centre for Experiential Learning (CEL) forms should be used.

If you have questions on a research employment or award scenario, please consult with the Research Services Manager in the Scholarship, Research and Creative Activity Office.

For timesheets and other related payroll forms (direct deposit instruction, CRA tax forms, etc.), refer to the [Payroll](#) website.