

## Who can Help Me with my Research Project?

|                                | Student Research Assistant  | AESES   | Post-Doctoral Fellow  | Research Associate   | Other Academic   |
|--------------------------------|---|---|---|--|--|
| <b>Applicable for:</b>         | Students at any level (UG/PG), where the work required is related to their area of study.   | Anyone (including students whose area of study is not related to the job duties).   | Individuals who have completed a PhD within the past six years.   | Individuals with a PhD, or the terminal degree of their field (ie: MD, PA program).  | Academic (non-AESES) work.   |
| <b>Duties:</b>                 | Same duties as the AESES roles. The student status excludes the individual from the AESES Collective Agreement.                                   | Position profile required for short-term appointments. Job Description for a formal posting for a position greater than 6 months. Typically research-related duties fit into the Technician roles. Class specs available here: <a href="http://umanitoba.ca/admin/human_resources/services/class_specs/aeses/index.html">http://umanitoba.ca/admin/human_resources/services/class_specs/aeses/index.html</a>                        | Independent research. Job duties should be outlined in the Letter of Offer.   | Independent research. Job duties should be outlined in the Letter of Offer.  | Job duties should be outlined in the Letter of Offer.  |
| <b>Recruitment Process:</b>    | No posting required. Appointments can last any length of time and can be extended, provided that student status does not change.                  | No posting/formal recruitment required for positions lasting up to 6 months. For positions lasting 6 months or more, a formal posting process through UM Reach is required. Positions can be hired on a term (project) basis up to a maximum of 18 months. Positions to last longer than 18 months must be posted as continuing positions, with a position discontinuances issued if necessary at the end of the long-term project. | No advertising required. When appointing a foreign national, LOO must be fully signed approx 6 months in advance to allow time for work permit to be processed. We would provide fully signed LOO to Tatjana Blazevska and she provides us with a form to process an "Employee Compliance Fee" of \$230. Once this fee is processed, the individual will be able to obtain their work permit. | The position <i>must</i> have been advertised, even if only in the blanket U of M advertisement. Note that a fee (approx. \$1,000) is charged to obtain a "Labour Market Opinion" where the chosen candidate is not a Canadian resident. |  |
| <b>Hours per Week:</b>         | Can work a maximum of 40 hours per week, 8 per day (unpaid lunch). Not eligible to bank time.   | Maximum 35 hours per week, 7 hours per day (unpaid lunch). AESES employees are allowed two 15min paid breaks within a full-time day. Eligible to bank time, but this should be approved only under special circumstances.   | Post-Doctoral Fellows <i>must</i> be hired full-time (40hrs/week)   | Flexible EFT based on 40hrs per week. Annual salary is paid out evenly through the year, with the expectation that the employee fulfills their duties. No time tracking.   | Flexible EFT based on 40hrs per week. Annual salary is paid out evenly through the year, with the expectation that the employee fulfills their duties. No time tracking. |
| <b>Remuneration:</b>           | Must be at least equivalent to minimum wage. ( <i>Family Med looking into creating a salary schedule using AESES scale as a starting point.</i> ) | Per AESES salary scale. Positions may receive contract increases at the beginning of April, and annual step increases. Note that hours worked between 7pm-6am are subject to a shift premium  | Minimum \$25,000 per year as of September, 2016.  | Minimum \$39,915 per year as of September, 2016. This is likely to increase as of April, 2017.   |  |
| <b>Overtime calculated as:</b> | Time worked beyond 8 hrs per day, 40 hrs per week, or work done on stat holidays. Overtime is paid at 1.5x the hourly wage.                       | Time worked beyond 7 hrs per day, 35 hrs per week, or work done on stat holidays. Overtime is paid at 2x the hourly wage.   | No time tracking.   | No time tracking.  | No time tracking.  |
| <b>Other Notes:</b>            |   | Schedule changes can be used to avoid overtime on days where the employee must work a different day/time than usual.  |   |  |  |