

Tips on Hiring Research Staff

Research staff can be hired in a number of different ways:

(note: the links below lead to FH Pulse intranet pages and are only accessible by network computers)

1. Hire a part-time or full-time employee (benefit rate is approx. 25%, please check with Employee Experience). This requires that the position be posted.
Refer to: <https://fhmc.fraserhealth.org/employees/hiring/Pages/External-Job-Postings.aspx>
For union positions, see also:
<https://fhmc.fraserhealth.org/employees/hiring/Pages/Internal-Job-Postings-Selection-Process.aspx>

The finance approval and hiring process can only begin once the *principal investigator* is assigned a cost centre (usually after the Letter of Authorization to Conduct Research is issued by the DERS Director). Fraser Health researchers with a cost centre (and who are Fraser Health employees) will have access to **eConnect** and can initiate the finance approval and hiring process themselves.

The exception to this is for *physician researchers* who have privileges with Fraser Health. Please see 1.1 below.

1.1 Physician Researchers

Physicians who wish to hire a research assistant/coordinator and who are grant funded must contact DERS for assistance in order to have the position approved by FH Finance and the VP Medicine (as all new positions must go through the FH approval process) and for the position to be posted via the FH 'Posting Manager'. This is because only *employees* are allowed to access the Finance approval and recruitment processes.

The DERS Director/delegate has the authority to initiate and complete the Finance 'Position Control Authorization Form' in eConnect on behalf of physician researchers who have received a cost centre for their research study. Therefore physicians who wish to hire through FH can request the DERS Director/delegate to initiate the request process.

Prior to doing so, the physician researcher must provide the following information:

- cost centre #
- job code for the position (job descriptions for research coordinators/assistants are available – see 1.2 below)
- type of position – e.g. full-time, part-time, casual, temporary
- acknowledgment that the cost centre funds are sufficient to include additional amounts required for benefits or when casual (confirmation can be obtained from the DERS Research Development Specialist)

The Authorization Form when submitted is issued a confirmation by Finance Position Control and a tracking number which is emailed to the physician researcher by the DERS Director/delegate. The Form is reviewed by Finance Business Support prior to review and approval by the VP Medicine. Once authorization has been received by the DERS Director/delegate, a Position Control # is received and then the posting requisition is created and submitted in eConnect by the DERS Director/delegate.

The DERS Director/delegate will sign all hiring letters, including extensions that may be required. In addition, the DERS program assistant will initiate the user set up (i.e., email, security pass, access to Meditech, etc.) once the research coordinator/assistant is hired.

It is the responsibility of the principal investigator to ensure that there are always sufficient funds to cover any required extensions.

1.2 Research Staff Job Descriptions

Fraser Health's [job bank](#) now includes a number of research-related job descriptions that are available for posting if a researcher has funds to hire research staff. These job descriptions may be accessed by contacting People Services or by accessing 'Posting Manager'.

If a new job description is required, People Services must be contacted for assistance.

2. Hire a casual employee for a term of less than 1 year. Casual employees receive an additional 12.6% on their base rate in lieu of paid annual vacation and statutory holidays; there is no benefit coverage. Refer to: <https://fhmc.fraserhealth.org/employees/hiring/Pages/External-Job-Postings.aspx> and <https://fhmc.fraserhealth.org/employees/hiring>
3. Hire a temporary employee. Temporary employees may be full or part-time and must have a fixed schedule and an end date. If they work a minimum of 15 hours a week for 6 months or more, they are eligible for benefits.
4. Hire an existing employee and reimburse their unit's cost centre for their time. If employee is a union member, check with People Services for any potential union issues. (Excluded Staff: benefit rate is approximately 26%).
5. Hire a different institution's employee via a Secondment Agreement if the employee will need to use FH intranet or have access to internal databases. The employee can be paid by the original institution, in which case, that institution is reimbursed via invoices and a Request for Payment form (Accounts Payable processing), or the employee can become a FH employee for a short while. People Services should be consulted. <https://fhmc.fraserhealth.org/employees/hiring/Pages/Secondments-Union-to-Non-Contract.aspx>
6. Hire a consultant via a contract. The consultant provides a service that they bill for by submitting an invoice, which is then reimbursed via the Purchase Requisition process which the hirer would complete and send to BCCSS. A service agreement with BCCSS may be required. The consultant is considered to be self-employed and therefore is not an employee. BCCSS requirements must be followed. These include a requirement for the consultant to have their own WorkSafeBC insurance, and this may not be a feasible expense for many individuals. <https://fhmc.fraserhealth.org/employees/hiring/Pages/Independent-Consultant-Contracts.aspx>
7. Students may also be hired, using a number of the avenues above. In addition, several local academic institutions have co-op programs, or students that need research experience as part of their academic requirements. See the following: <https://fhmc.fraserhealth.org/employees/hiring/Pages/Hiring-Students.aspx>. Note that the benefit rate is 8% to compensate for statutory holiday and annual vacation pay; no other benefits or premiums are paid.

For questions requiring more detail about the above hiring processes, please contact the human resource professional responsible for your program. For student placements, please contact the Professional Practice department.