

Policy #3

Employment and Hiring

Intent

The intention of IPP is that all hiring and employment practices are consistent and equitable. The practices of the IPP must comply with applicable government legislation; NSERC agreements, policies and regulations (Policy #10); and the policies, regulations and contractual agreements with the host university (Policy #4).

General Principle

All salaries and benefits of IPP RS are administered by the appropriate department (e.g. Human Resources or equivalent) of the host university or institute.

Procedures:

All appointments must be agreed to in writing by NSERC.

All new positions and replacement positions must be agreed to by Council and the Board of Trustees.

Recruitment is governed by Policy #2. A description of the Term and Principal RS positions are given in Policy #6.

Offer of Employment

Each individual being offered a position of Term RS shall receive a letter of “Offer of Employment” that shall contain the following information:

- Title of the position
- Effective date of hire
- Length of the contract
- Starting salary
- Date of the next salary review
- Eligibility for employee benefits and pension
- Specific employment conditions
- Terms and conditions relating to relocation expenses
- The requirement that the person is a Canadian citizen or landed immigrant or that the offer is contingent on the person meeting any requirements of Canadian Immigration and on becoming a landed immigrant
- The requirement that the person provide proof of a Ph.D.

- The Offer of Employment will be considered complete on receipt of a letter from the candidate accepting the terms including the choice of a host university that is agreed by the candidate, the Director and the proposed University.