

## IMPORTANT INFORMATION REGARDING THE HIRING PROCESS FOR A POSTDOCTORAL FELLOW

Please read this document before hiring a Postdoctoral Fellow and contact [pdf.coordinator@carleton.ca](mailto:pdf.coordinator@carleton.ca) if you have any questions. Thank you!

Once you have read this document, please complete the Postdoc Appointment Form below, with all appropriate signatures, to begin the appointment process.

Note that this form is a **confidential**, internal communication between the Postdoc Supervisor, the Office of the Deputy Provost (ODP), Human Resources, and Research Accounting.

### 1) HOW FAR IN ADVANCE DO I NEED TO APPOINT A POSTDOC?

- a. For domestic postdocs: ODP requires a **minimum** of 1.5 months' advance notice of the postdoc's start date to ensure that they are registered by their start date. This also ensures that their first payday is not missed.
- b. For international postdocs: ODP requires a **minimum** of 3.5 months' advance notice of the postdoc's start date to allow time for applying for a work permit.

### 2) WHAT IS THE MINIMUM GROSS SALARY/STIPEND REQUIRED TO HIRE A POSTDOC?

- a. Minimum hosting salaries for the current collective agreement are as follows:
  - i. May 1, 2021 to April 30, 2022: **\$36,293/annum.**

### 3) ARE THERE ANY OTHER FEES THAT I SHOULD CONSIDER?

- a. On May 1 of each year of the current collective agreement, unionized postdocs will receive a 2% annual salary increase. Please ensure that you budget for this, for the months that will be affected.
- b. If your postdoc requires a work permit, please see **point 7** below for fee details.
- c. Note that payment of any additional expenses ~~resulting from~~ collective agreements are the responsibility of the Postdoc Supervisor.

### 4) DO I NEED TO SUBMIT A PAYROLL PROFILE FOR POSTDOC APPOINTMENTS?

- a. No. Payroll information is included in the Postdoc Appointment Form and is sent by the Postdoc Coordinator to Payroll Services.

### 5) IS MY POSTDOC PART OF THE POSTDOCTORAL UNION?

- a. Not all postdocs are unionized. Unionization depends on funding and location, but in general, the postdoc is in the union if their supervisor is contributing **at least 50%** of the minimum hosting salary.

### 6) ARE POSTDOCS ELIGIBLE FOR BENEFITS AND WHO IS RESPONSIBLE TO PAY THE PREMIUMS?

- a. All postdocs are eligible for benefits; however, they are not automatically enrolled in the plan.
- b. If your postdoc is in the union and they opt into the benefit plan, you will be responsible for paying 70% of the monthly benefit premiums. **You must budget for this expense**, but it will only apply if your postdoc opts into the benefit plan. The Family Rate is more expensive than the Single Rate, so the

Family Rate must be allocated for in the budgeting. The cost will be less if the postdoc opts into the Single Plan. If the postdoc does not opt into a Benefit Plan, this expense will not apply. You must budget for this expense in advance because your postdoc will have **31 days** from their start date to decide whether to opt in or not.

- c. If your postdoc is not in the union, then they are required to pay 100% of their monthly benefit premiums.
- d. The Benefit plan is available for review [here](#).

## **7) WHAT IF MY POSTDOC NEEDS A WORK PERMIT?**

- a. It is your responsibility to make sure that your postdoc is eligible to work in Canada.
- b. There are two sides to a postdoc work permit application:
  - i. The postdoc's application, for which they are responsible, and;
  - ii. The employer's application. Immigration, Refugees, and Citizenship Canada (IRCC) requires that employers pay a \$230 "Employer Compliance Fee" in order for international postdocs to apply for permission to work in Canada. This fee is paid through the Office of the Deputy Provost, so the postdoc supervisor is not responsible for this amount.

**Ready to get started? The process begins with the POSTDOC APPOINTMENT FORM below.**



**PLEASE READ THE FAQs FOR HIRING  
POSTDOCTORAL FELLOWS BEFORE PROCEEDING!**



## POSTDOCTORAL FELLOW APPOINTMENT FORM

### SECTION A: POSTDOCTORAL FELLOW INFORMATION

**Postdoc Status** (choose one):      ☐ New      ☐ New Contract (change in salary, funding source or supervisor)

**Postdoc Citizenship** (choose one):      ☐ Canadian Citizen      ☐ Permanent Resident      ☐ International (requires a work permit)

**Full Legal Name** (as listed on passport):

Family Name (surname/last name)

Given Name(s)

Email Address (Carleton email preferred)

Where will the postdoc be working?      ☐ Carleton University      Other location: \_\_\_\_\_

### SECTION B: POSTDOC SUPERVISOR'S INFORMATION

Banner ID

Department/School/Institute

Family Name (surname/last name)

Given Name(s)

Email Address (Carleton email preferred)

### SECTION C: TOPIC OF RESEARCH

Brief description of the area or topic of research:

### SECTION D: ADMINISTRATIVE and FINANCIAL INFORMATION

**Term of Appointment:**

Start:      \_\_\_\_\_  
Month      Day      Year

End:      \_\_\_\_\_  
Month      Day      Year

**Funding Source(s):**

A) Funding is held in postdoc supervisor's research account at Carleton      ☐ Yes      ☐ No      Funding/Grant Agency: \_\_\_\_\_

i. Supervisor's account details:      \_\_\_\_\_  
Fund      Org.      Account      Program      % of salary (if more than one account)

**\*If more than one account -**  
ii. Supervisor's account details:      \_\_\_\_\_  
Fund      Org.      Account      Program      % of salary (if more than one account)

B)	Will the postdoc receive funding from any <b>external sources not held in postdoc supervisor's research account</b>	Yes	No	If 'yes', how will the Agency pay the postdoc?	Postdoc will be paid directly	Carleton will administer funds on behalf of the agency (enter account details below)
iii.	External Funding Account Details:					
	Fund	Org.	Account	Program		

## SECTION D: ADMINISTRATIVE and FINANCIAL INFORMATION (continued...)

**\*Note: Totals below are PER ANNUM. ODP and Payroll will prorate this annual salary/stipend for shorter appointments.**

#	Details	Amount	Confirmed Amount (ODP Use Only)
1.	Gross Salary offered to postdoc through funds held by Carleton Supervisor:	\$	
2.	Add 10% of amount listed in ( 1 ) above to cover employer portion of statutory deductions:	\$	
3.	Add \$2,483.40/annum for Postdoc Benefit Plan:	\$	
4.	Amount allocated for postdoc position through <u>external source(s)</u> : External funding source:	\$	
5.	Total amount offered to the postdoc (this is their gross annual salary): ( 1 ) + ( 4 ):	\$	
6.	Total amount budgeted from internal sources above ( add 1 – 3 above):	\$	

**\*Note: Every unionized postdoc receives a 2% salary increase on May 1 of each year. Please budget for this amount.**

## SECTION D: DECLARATIONS and SIGNATURES

I certify that the information provided on this form is, to the best of my knowledge, correct and complete, and that I am responsible for current and/or future expenses relating to this fellowship.

\_\_\_\_\_  
Postdoc Supervisor Name (Please Print)      Postdoc Supervisor Signature      Month      Day      Year

I approve of and support the Postdoctoral Fellowship, as presented on this form.

\_\_\_\_\_  
Chair/Director Name (Please Print)      Chair/Director Signature      Month      Day      Year

I approve of and support the Postdoctoral Fellowship, as presented on this form.

\_\_\_\_\_  
Faculty Dean Name (Please Print)      Faculty Dean Signature      Month      Day      Year

I have reviewed Section C and confirm that, as of this signature date, there are sufficient funds available in the grant holder's account and/or the external funding agency's account, to support this Postdoctoral Fellowship.

\_\_\_\_\_  
Financial Administrator Name (Please Print)      Financial Administrator Signature      Month      Day      Year

**SECTION E: COMMENTS** (Please enter questions or comments in the space below)

Please send the completed form to [pdf.coordinator@carleton.ca](mailto:pdf.coordinator@carleton.ca)