

Research St. Joseph's – Hamilton (RSJ-H)		<b>Pages</b> 1 of 2	<b>Number</b> 061-RSJ-H
<b>Policy Title</b> Hiring Temporary Staff and Postdoctoral Fellows		<b>Date</b> August 29, 2016	
<b>Supersedes</b> New policy	<b>Cross Reference</b>	<b>Issuing Authority</b> RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

**Position responsible for developing and maintaining the policy:** RSJ-H Scientific Director

## 1.0 PURPOSE AND GOALS DESCRIPTION

Research activity is funded by third party grants and contracts. These funds are time limited and as such staff hired are often hired into temporary positions. The purpose of this policy is to clearly delineate the criteria and limitations for hiring temporary staff.

## 2.0 DEFINITIONS

### Postdoctoral Fellow (PDF)

- The appointee must have been awarded a PhD or equivalent normally within five years immediately preceding his or her initial appointment as a PDF.
- The appointee must be registered as a PDF at McMaster University.
- The appointment is considered to be preparatory for an academic and/or research career.

### Temporary Employee

- A temporary employee is an individual whose role is that of employee of the Research Institute under the supervision of the researcher.
- The nature of their work is time limited either due to research funding or the nature of the work undertaken.
- Their work is unrelated to any academic requirement.

## 3.0 POLICY

Temporary Staff and Postdoctoral Fellows can only hold their positions for a limited period of time. This policy stipulates the time limitations.

### 3.1 Postdoctoral Fellows

Postdoctoral fellowships are a temporary appointment not to exceed 6 years, including any renewals. The appointment is normally full-time and may include teaching as well as research.

### 3.2 Temporary Staff

After an unbroken employment period of two years, temporary staff are to be transitioned to permanent staff, either part-time or full-time permanent.

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## 4.0 HIRING PROCEDURE

### 4.1 Postdoctoral Fellows

A Research Institute Request for Staff must be completed as per form guidelines, including all required attachment. In addition, proof of registration as a PDF at McMaster University must be provided. PDF's can be paid by stipend and will receive T4A tax forms for the stipend amount.

### 4.2 Temporary Staff

A Research Institute Request for Staff must be completed as per form guidelines, including all required attachments. Temporary employment contracts are not to exceed two years but can be for any period less than two years. If after two years of unbroken temporary employment the supervisor has the funding available and wishes to continue the employment relationship, the employee must transition to a permanent part-time or full-time employee and follow the hiring process as a permanent employee, not a contract renewal.

## 5.0 DOCUMENTATION

Please refer to the Research Institute forms webpage for the most up-to-date Request for Staff forms.  
<http://research.stjoes.ca/research-administration/forms>

## 6.0 REFERENCES

### 6.1 Internal References

Hiring and Compensation Policy

### 6.2 External References

McMaster Policy on Postdoctoral Fellows