



UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

Postdoctoral Fellows Employment Status

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CAPA/ACAP

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**THINKING
FORWARD**

Postdoctoral Office

➤ What hasn't changed?

○ **Postdoctoral Registration System**

- ✓ Business Officers enter information on the PRS, regardless of funding source
- ✓ Letters of offer are generated using the PRS
- ✓ Reporting

Postdoctoral Office

- What hasn't changed? (con't)
- **Registration at the PDO**
 - Letters for Library Access
 - Enrolment in UHIP (international)
 - Enrolment in Green Shield (if eligible)

Postdoctoral Office

- What hasn't changed? (con't)
- ✓ Parchments of Completion
- ✓ Letters of Confirmation
- ✓ Teaching
- ✓ Support for PDFs, administrators, and faculty
- ✓ Conflict resolution

Postdoctoral Office

➤ What hasn't changed? (con't)

- Postdoctoral Policies
 - ✓ PDFs must still be within five years of obtaining their doctoral degree
 - ✓ Initial engagements no longer than 3 years
 - ✓ Minimum stipend
 - ✓ Termination

Postdoctoral Office

➤ What has changed?

- Letters of Offer
 - ✓ Business Officers obtain the signatures of Chair and PI
 - ✓ Letters of offer are sent to the PDO for review
 - ✓ PDO includes cover letter (if applicable) describing change of status
- Letters for PR Application

Labour Relations/Human Resources

➤ Who's in/ who's out?

- *All persons employed as Postdoctoral Fellows by the University of Toronto in the City of Toronto and the City of Mississauga and registered as Postdoctoral Fellows with the School of Graduate Studies save and except:*
- *1) persons who exercise managerial functions or who are employed in a confidential capacity in matters related to labour relations;*
- *2) persons for whom any other trade union holds bargaining rights under the Labour Relations Act; and*
- *3) Postdoctoral Fellows who apply for and are awarded funding from any source other than the University of Toronto including, without limiting the generality of the foregoing, NSERC, SSHRC, CIHR, or foundations such as the Mellon Foundation.*
 - *NOTE 1: Postdoctoral Fellows who receive their stipends through a hospital are not included in the bargaining unit.*
 - *NOTE 2: Postdoctoral Fellows are included in the bargaining unit notwithstanding the exclusion in (3) above where:*
 - *(a) at the time after they first commence employment with the University of Toronto as a Postdoctoral Fellow, they are receiving funding solely from the University of Toronto so as to be in the bargaining unit;*
 - *(b) they subsequently apply for and are awarded additional funding from any source other than the University of Toronto; and*
 - *(c) the additional funding in (b) above is less than the funding that the Postdoctoral Fellow is continuing to receive from the University of Toronto.*

Labour Relations/Human Resources

➤ Who's in/ who's out? (translated)

✓ IN:

- All PDFs who are paid entirely by their PI or departmental funds/awards

X OUT:

- PDFs who apply for and obtain their own awards (even if funnelled through U of T payroll)
- PDFs who begin their fellowship with “split” funding

Labour Relations/Human Resources

➤ Staffing?

○ Postdoctoral Office

- Provides frontline service to PDFs, PIs, and administrative staff
- Monitors the PRS
- Liaises with various university offices to provide training opportunities for PDFs

○ HR/LR

- Works with PDO, OVPR, and other HR offices, such as Payroll/Benefits
- Monitors wage type input on HRIS
- Provides reports as needed to Division Heads
- Prepares for and conducts collective bargaining and ensures positive relations with the bargaining agent
- With PDO, informs University community of developments through web, email, open forums, etc.

Labour Relations/Human Resources

➤ Wage types?

- Formerly, all PDFs were paid on wage types that indicated T4A wages
- T4A wage types continue for PDFs whose own award is paid through U of T
- New T4 wage type for PDFs who are considered employees
 - Statutory deductions apply to salaries
 - Employees now pay income tax at source
 - Employer costs (CPP, EI, WSIB, EHT) charged back to grants (=10%)

Labour Relations/Human Resources

➤ Hours of work/vacation pay/other benefits?

○ **Employment Standards Act**

- Maximum hours of work/overtime
- 2 weeks vacation (4% if not taken)
- Pregnancy Leave/Parental leave
 - Entitlement to EI payments if qualified
- Notice of termination/severance

Labour Relations/Human Resources

➤ Bargaining?

- Prior to a Collective Agreement, no changes can be made to Postdoctoral Policies (“freeze period”)
- Change to employee status is a result of the Ontario Labour Board ruling
- Changes are only to employment status, and affect those areas governed by the ESA

Labour Relations/Human Resources

➤ Management

- PIs are now responsible for managing employees – not just supervising academic trainees
 - Significant cultural shift
 - If anything, gives PIs increased control over research lab; however, this increased control comes with additional responsibilities
 - PIs will have to be trained as managers