

## RESEARCH STAFF MATRIX FOR PIs

	<b>TRAs</b>	<b>M&amp;P</b>	<b>Postdoctoral Fellows</b>	<b>Research Associates</b>
<b>Definition</b>	Staff Position; TRAs are non-unionized in the Faculty of Medicine	Staff Position; M&P positions are part of AAPS	Faculty Position; normally paid from research funds but can be paid from GPO or endowment funds	Faculty Position; paid by research funds
<b>Qualifications</b>	Depends on position. For TRA occupational guidelines, please refer to: <a href="http://www.hr.ubc.ca/comp/job_evaluation/families/tra.html">http://www.hr.ubc.ca/comp/job_evaluation/families/tra.html</a>	Depends on position. For M&P occupational guidelines, please refer to: <a href="http://www.hr.ubc.ca/comp/job_evaluation/families/mp.html">http://www.hr.ubc.ca/comp/job_evaluation/families/mp.html</a>	Must have completed a doctoral degree within 3 years of the date of commencement or an MD within 10 years.	Must have a Ph.D. degree or other equivalent qualifications or work experience in their field of research.
<b>Duties</b>	Generally, TRAs are doing the "hands on" technical tasks within a lab.	Generally M&Ps in a research setting are involved in setting research directions, coordinating large research projects or programs, and/or managing large labs.	Research. If there are any teaching duties, a separate appointment as a Postdoctoral Teaching Fellow is required.	Research. No formal teaching duties.
<b>Minimum Salary</b>	Range depending on classification level.	Range depending on classification level.	No minimum salary except for benefit purposes.	As of July 1, 2009 - \$51,140.82 for full-time; minimum also exists for benefit purposes.
			For salary minimums for benefits eligibility, please refer to: <a href="http://www.hr.ubc.ca/faculty_relations/compensation/salaries/minimum.html">http://www.hr.ubc.ca/faculty_relations/compensation/salaries/minimum.html</a>	
<b>Benefits</b>	Depends on length and FTE of position	Depends on length and FTE of position	Depends on length and FTE of position	Depends on length and FTE of position
	For benefit costs, please refer to the Benefits Cost Calculator: <a href="http://www.finance.ubc.ca/payroll/calculators/benefitscostcalculator.cfm">http://www.finance.ubc.ca/payroll/calculators/benefitscostcalculator.cfm</a>			
<b>Posting Requirements</b>	Minimum of 5 business days	Minimum of 5 business days	N/A	1 month
<b>Probationary Period</b>	12 months. Initial 12 month probationary period <b>cannot</b> be reduced.	12 months. Initial 12 month probationary period <b>cannot</b> be reduced.	3 months recommended	3 months recommended
<b>Hours of Work</b>	37.50 hours per week	35 hours per week	The typical work week for employees is forty (40) hours per week. However, trainees set their own hours and days of work, provided that sufficient progress in research is made.	The typical work week for employees is forty (40) hours per week.

<b>Overtime</b>	Work exceeding normal work week or day - 37.50 hours/week, 7.50 hours/day. All overtime must be approved in advance. Overtime paid at double time or equivalent time off at double time in lieu of pay.	<b>There is no overtime for M&amp;P staff.</b> If significant additional hours of work are required, please consult with your Dept HR Manager or Administrator.	N/A	N/A
<b>Vacation</b>	Depends on length of service and FTE. Maximum of 10 days may be carried over to the next calendar year with supervisor's approval.	Depends on length of service and FTE. Maximum of 10 days may be carried over to the next calendar year with supervisor's approval.	Subject to negotiation with the supervisor, but is at minimum 2 weeks per year.  Must take all vacation days prior to leaving UBC.	Subject to negotiation with the supervisor, but is at minimum 2 weeks per year.  Must take all vacation days prior to leaving UBC.
<b>Sick Time</b>	Full-time staff accrue 1¼ days per month to maximum of 152 days. Pro-rated for part-time staff based on FTE.	New full-time employees in their probationary period accrue 1¼ days per month. Post probationary is up to 6 months sick leave entitlement per illness.	For employees: please refer to Policy #62 <a href="http://www.universitycounsel.ubc.ca/policies/policy62.pdf">http://www.universitycounsel.ubc.ca/policies/policy62.pdf</a> .  For trainees: unpaid leave unless funded by granting agency.	Please refer to Policy #62 <a href="http://www.universitycounsel.ubc.ca/policies/policy62.pdf">http://www.universitycounsel.ubc.ca/policies/policy62.pdf</a>
<b>Medical and Dental Appointments</b>	One ½ Day per month	Please notify your Supervisor	Please notify your Supervisor	Please notify your Supervisor
<b>Paid Christmas Leave</b>	3 days leave of absence with pay between Boxing Day and New Year's Day unless required to work, then 3 paid days off at another time.	As approved by the Dept Head, 3 days leave of absence with pay between Boxing Day and New Year's Day unless required to work, then 3 paid days off at another time.	Subject to negotiation with the supervisor.	Subject to negotiation with the supervisor.
<b>Length of Appointment</b>	Can hire for 12 months less a day without posting but <b>MUST</b> post position prior to extending an appointment to 12 months or longer.	Can hire for 12 months less a day without posting but <b>MUST</b> post position prior to extending an appointment to 12 months or longer.	Appointments are one year at a time normally up to 3 years in total, but may be extended up to 5 years in total with approval of the Dean.	Appointments are one year at a time and are renewable.
<b>Terminations And Notice</b>	Must contact your Dept HR Manager or Administrator.	Must contact your Dept HR Manager or Administrator.	Please contact your Dept HR Manager or Administrator.	Please contact your Dept HR Manager or Administrator.
<b>Resources</b>	Handbook: • <a href="http://www.hr.u">http://www.hr.u</a>	Agreement: • <a href="http://www.hr.u">http://www.hr.u</a>	Information for and about Postdoctoral	Information for and about Research

	<p><a href="http://bc.ca/collective_agreements/index.html">bc.ca/collective_agreements/index.html</a></p> <p>Salary Scale:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.hr.u_bc.ca/comp/salary_admin/salary_scales.html">http://www.hr.u_bc.ca/comp/salary_admin/salary_scales.html</a></li> </ul> <p>Leaves of Absence:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.hr.u_bc.ca/benefits/employment_group/non_union_tech/leaves.html">http://www.hr.u_bc.ca/benefits/employment_group/non_union_tech/leaves.html</a></li> </ul>	<p><a href="http://bc.ca/collective_agreements/index.html">bc.ca/collective_agreements/index.html</a></p> <p>Salary Scale:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.hr.u_bc.ca/comp/salary_admin/salary_scales.html">http://www.hr.u_bc.ca/comp/salary_admin/salary_scales.html</a></li> </ul> <p>Leaves of Absence:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.hr.u_bc.ca/benefits/employment_group/mp/leaves.html#general">http://www.hr.u_bc.ca/benefits/employment_group/mp/leaves.html#general</a></li> </ul>	<p>Fellows:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.hr.u_bc.ca/faculty_relations/recruitmentguide/postdocs.html">http://www.hr.u_bc.ca/faculty_relations/recruitmentguide/postdocs.html</a></li> </ul> <p>Policy 61:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.universitycounsel.ubc.ca/policies/policy61.pdf">http://www.universitycounsel.ubc.ca/policies/policy61.pdf</a></li> </ul>	<p>Associates:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.hr.u_bc.ca/faculty_relations/recruitmentguide/researchassociates.html">http://www.hr.u_bc.ca/faculty_relations/recruitmentguide/researchassociates.html</a></li> </ul>
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