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Approval Body	Board of Governors
Policy Officer	Associate Vice-President, HR
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## 8.2 STUDENT EMPLOYMENT AND SERVICE POLICY

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### ENABLING LEGISLATION + LINKED POLICIES

BC Employment Standards Act  
Canada Immigration and Refugees Protection Regulations  
BC Labour Relations Code  
BC Human Rights Code Workers Compensation Act  
BC Public Sector Employers Act  
ECU Faculty and CUPE 15 Collective Agreements  
Emily Carr University of Art + Design Policies

### OBJECTIVE

Emily Carr University of Art + Design is committed to providing students with meaningful employment and university service opportunities as an important part of their educational experience. The university aims to provide engagement opportunities for students to supplement their financial resources and gain experience while supporting university activities. Furthermore, the university is committed to acknowledging the contributions of students whose lived experiences aid in the growth and development of the university's teaching and learning environments. The objective of this policy and associated procedures is to ensure that student engagement opportunities are transparent, accessible and reflect the university's commitment to equity, diversity and inclusivity.

### SCOPE

This policy applies to all Emily Carr University students and employees.

### POLICY

1. The university is committed to creating an equitable value exchange for students engaged in employment or service at the university.
2. Student time, contributions and lived experiences will be respected. University service opportunities for students will specify the experiential value, credit, or any associated honoraria prior to the activity. The university will endeavour to outline the expectations and time commitments during the promotion of service opportunities.
3. The university is committed to providing open and transparent access to student employment opportunities. The university is committed to supporting equity, diversity, inclusion and dignity of all people. The university will ensure fair employment practices for students and adherence to applicable collective agreements and employment legislation.

4. To be eligible for student employment, students must be registered in at least one credit course at the university, be in good academic standing and have a current Canadian Social Insurance Number (also available to International Students). Exceptions may be granted for the continuing employment of graduating students to complete research projects within a reasonable period after graduation.
5. Student employment will not infringe on bargaining unit jobs as outlined in the CUPE collective agreement.
6. Student employment opportunities exist in the following categories, and are not exclusive to students:
  - a. Student Monitors
  - b. Research Assistants
  - c. Teaching Assistants
  - d. Seminar Leader Intern
  - e. Student Interns
  - f. AGP roles

## INFORMED CONSENT

When students are employed or engaged in service with the university, the university shall provide clear expectations concerning their role either as an employee or an individual providing service to the university. Students will be expected to provide their consent by accepting a student employment opportunity or by acknowledging their participation in a university service initiative. Informed consent should be obtained in writing but may be attained verbally under extenuating circumstances.

To establish informed consent, the students must have a clear understanding of the following:

- i. The type of work being performed.
- ii. What their participation involves.
- iii. The potential risks and benefits of the participation.
- iv. Any incentives, reimbursements, costs, or compensation (the value exchange) relevant to the participation.
- v. How participants may withdraw from the engagement.
- vi. Who will have access to the data, and how the data will be managed and destroyed.

## DEFINITIONS

Engagement	For the purposes of this policy, refers to student employment or university service.
Employment	Refers to the state of having paid work. Student employment opportunities include, but are not limited to, student monitors, teaching assistants and research assistants.
Honorarium	A payment made out of appreciation to an individual for voluntary services for which wages would not normally be paid.

Hiring Supervisor	For the purposes of this policy, refers to the individual within a department responsible for overseeing hiring for the employment opportunity. The hiring supervisor does not necessarily need to be the worker's supervisor.
Good Academic Standing	Students whose term GPA and cumulative GPA are both 2.0 or higher.
Lived Experience	Personal knowledge about the world gained through direct, first-hand involvement in everyday events as they relate to indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.
Service	Refers to experiential opportunities for civic engagement and university community contribution and may include contributions provided to the university with respect to lived experience.
Student Worker	Any eligible student employed by the university for paid work.
Supervisor	A university employee who instructs, directs, and oversees workers in the performance of their duties. A supervisor can be any employee, including faculty and staff, who meets this definition, whether or not they have a supervisor title.
Value exchange	A concrete benefit which may include, but it not limited to wages or honorarium, attribution on a publication, co-curricular credit and experiential learning.

## **AUTHORITY TO ENACT PROCEDURES**

The Board grants the President the authority to enact Procedures consistent with, and to give effect to the Policy and set a reasonable implementation date to allow for development of handbooks and training processes. The implementation date will be reported back to the Board.

## **POLICY SUPPORTS**

8.2.1 Student Employment Procedure  
8.2.2 Student University Service Procedure  
8.2.3 Student Lived Experience Procedure  
Informed Consent Template  
Student Employment and Service Handbook