

Policy Number	8.2.1
Approval Body	President
Policy Officer	Associate Vice-President, HR
Approval Date	October 2022

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## 8.2.1 STUDENT EMPLOYMENT PROCEDURES

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### ENABLING POLICY

#### 8.2 Student Employment and Service Policy

*Refer to this Policy for definitions.*

### OBJECTIVE

The university recognizes that student employment opportunities are beneficial and valuable for a student's educational experience, by providing financial support, formal training, access to resources, and/or experience in areas related to a student's field of study. Through acknowledging the associated benefits and duty to provide all students access to these opportunities, the university is committed to equitable, inclusive and transparent hiring process for students. This procedure outlines the university's process for student hiring and working.

### SCOPE

This procedure applies to all university employees and Student Workers. This procedure does *not* apply to the students participating in the work-integrated learning program (co-op programming offered through Student Services).

### PROCEDURES

#### A. Hiring

1. The university aims to hire qualified students through ensuring fair employment practices and consistent application of this procedure. The university is committed to supporting equity, diversity, inclusion and dignity of all people.
2. Student employment is funded by the hiring department or research budget. Application for funding is the responsibility of the department.
3. Student employment opportunities are available through the following categories of access –

Undergraduate Students:

a – Positions will be posted to the Artswork job board (<https://artswork.ecuad.ca>) and accessible to all interested students. Job postings should include a list of duties to be performed (job description templates can be found in the Student Employment and Service Handbook), deadline for applications and any other job or candidate requirements (e.g., experience, program or year of study). All eligible students may apply. Hiring Supervisors (or designates) may contact the Career Development + Work Integrated Learning Office for assistance with using Artswork. A posting for on-call student workers may be established for opportunities on short notice.

Graduate Students:

The following opportunities are available through either Graduate Studies or the Research office. Please note that these opportunities are exempt from this procedure. For more information, please contact the appropriate academic area.

- b – Research Assistant roles, and other opportunities, are made available through Graduate Studies recruitment and admissions and through funded research activities. Please contact Graduate Studies for additional information.
  - c – In instances where the university pays the student directly on behalf of a 3<sup>rd</sup> party which could include partners and industry, special granting agencies and/or other post-secondary institutions. Please contact the Research Office for further information.
  - d – Through Graduate Studies Teaching Assistant placements based on specialized field of study. Please contact Graduate Studies for additional information.
4. The Hiring Supervisor (or designate) will review applications in an equitable manner and conduct interviews as necessary to select a qualified candidate. Hiring Supervisors may consult the Student Employment and Service Handbook or contact Human Resources for hiring best practices, guidance and support.
  5. When the candidate is selected, the Hiring Supervisor will submit a Hiring Request Form to Human Resources for processing before the student commences work. Payroll will be set up once all required paperwork is completed and

## **B. Working**

1. Supervisors will provide adequate and appropriate training and supervision to ensure that the policy, procedures and guidelines are followed. Guidelines include legal information (*Employment Standards Act* information), wage information and other information that is updated as required by law or as approved by the Executive Committee.
2. Students will generally not work more than an average of 15 hours per week, or 60 hours in any one month on campus. Students may not work more than 35 hours per week when not actively enrolled in courses. Students are restricted to shifts not exceeding a maximum of eight hours in one day. Daily shifts/hours include total hours worked for all departments/program areas, if the student is employed by multiple areas. International students must have a valid SIN and must abide by the terms of the *Immigration Canada Regulations*.
3. A student working in a job or at a level that is covered by the CUPE Local 15 certification and/or collective agreement will be included in the bargaining unit. Supervisors will consult with Human Resources when in doubt as to the placement of Student Workers.
4. Supervisors will ensure timesheets are properly completed and submitted to Financial Services.
5. Student Workers, as employees of the university, are expected to comply with all university policies governing employment.
6. Student Workers are recognized by the Canada Revenue Agency as employees and are required to pay associated taxes.
7. Students have the right to a safe, respectful working environment free from discrimination, bullying and harassment. Supervisors and students can both contact Human Resources for guidance for conflict resolution in the workplace. HR will provide mediation support and resources as appropriate.

## **C. Wage Rates**

1. Wage rates are standardized to provide equitable payment. The current Employment Rates Schedule will be available from HR.
2. Students will be compensated according to the standard university wage rates found in the Employment Rates Schedule. The schedule will be reviewed annually and updated as required by changes in mandate or legislation.

## **D. Limitations and Exceptions**

1. Students may not be employed by the university as models.
2. Students may not be hired to work in a department where their direct Supervisor is a relative, family member, spouse or domestic partner.

3. Students may work more than 15 hours per week while classes are in session, only in limited circumstances and with express approval from the Associate Vice-President, Human Resources.
4. When performing tasks that are also performed by members of the CUPE Local 15 union, students will be restricted to simple and/or repetitive aspects of a job. Such tasks will amount to no more than 15 or 20% of a bargaining unit job that can be learned in half an hour or less.
5. Non-students may be hired as teaching or research assistants in limited circumstances. In these cases, the Hiring Supervisor must complete and submit a Non-Student Hiring Request Form to Human Resources for processing.

