



## **ON-CAMPUS STUDENT HIRING PROCEDURE**

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Academic Administration and Human Resources Affairs

Reference Code: HR13 V1

Effective Date: 6/19/2017

### **PROCEDURE STATEMENT:**

This procedure will maintain consistent and equitable hiring practices for all paid positions, to maximize opportunities for students to gain valuable work experience, and for the College to benefit from their workplace contributions.

### **DEFINITIONS:**

#### **Co-operative education work term**

Students must be enrolled in a Conestoga co-op program and be eligible to participate in a work term.

#### **Work Study position**

The Conestoga College Work Study Program (CCWSP) is funded through the Tuition Set Aside. Students must be in financial need to qualify for this program. CCWSP funding can cover work study within academic terms, and covers 100% of the approved wages and benefits. To be eligible, students must be registered full-time for the semester.

#### **International Student Jobs on Campus (Jobs on Campus)**

Jobs on campus positions are fully funded through the International Office for the duration of the employment contract. They are available to eligible international students enrolled in full-time programs.

### **Part-time position**

Part-time positions can be funded through Work Study, International Student Jobs on Campus or by the department budget. Students can be hired any time during the calendar year for temporary part-time positions up to 24 hours per week.

### **Full-time position (spring/summer only for non-co-op)**

Full-time positions, including co-op, can be funded through Work Study, International Student Jobs on Campus, or the department budget. During the spring and summer, students can be hired for temporary full-time positions up to 35 hours per week as Appendix G contracts.

## **RESPONSIBILITIES:**

### **Human Resources Department**

- Approve all student positions
- Assign an appropriate wage or payband
- Provide direction to the hiring manager to post the job on MyCareer
- Enter the contract into the employee portal

### **Co-operative Education Department**

#### Co-op Jobs

- Provide advice to the hiring manager on the job posting and appropriate co-op program(s)
- Ensure co-op position has been approved by HR
- Facilitate the recruitment process using MyCareer
- Monitor and evaluate the student on their work term
- Provide support to the hiring manager as needed

#### Other Jobs

- Provide support to post job on MyCareer
- Generate student hiring-on-campus reports, as required

### **Student Financial Services**

- Send call for proposals (Work Study Position Proposal Form)
- Submit forms to HR to confirm rate of pay
- Review and assess each proposal through the Work Study Confirmation Committee
- Notify hiring manager of decision
- Review and validate student employment contract
  - Ensure position was approved
  - Verify correct account for billing
  - Confirm rate of pay
  - Verify that hours and wages do not exceed the maximum semester entitlement of \$1750 (2016/2017 entitlement)

**International Office**

- Send call for proposals (International Student Jobs on Campus Position Form)
- Submit forms to HR to confirm rate of pay
- Review and assess each proposal through the International Jobs on Campus Panel
- Post approved positions, including co-op positions, on MyCareer and the Job Board near the International office (co-op positions should only be posted on MyCareer)
- Review applications for eligibility
- Send applications to the hiring manager
- Create student employment contract
- Verify that hours and wages do not exceed the maximum semester entitlement of \$3000 during academic year (2016/2017 entitlement)

## **Conestoga Hiring Manager**

- Identify budget for all co-op programs
- For Work Study and International Student Jobs on Campus, complete and submit the relevant application form
- Develop a job posting
- For co-op work terms, submit the posting to HR for approval and wages
- Post the position on MyCareer
- Review applications and select candidates to interview
- Conduct standardized interviews
- Complete reference check or checks for final candidates
- Finalize the selection, extend an offer and confirm start date and wages
- Request student employment contract
- For co-op work terms, notify the Co-operative Education department, complete the work term agreement and a work term evaluation
- The following statement will be added to every job posting :  
Conestoga College values diversity and is an equal opportunity employer.  
We offer an inclusive work environment and encourage applications from all qualified individuals. Conestoga College provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact the hiring manager.

## **PROCEDURE**

1. Reference the On-Campus Student Hiring Table to determine what type of student can fill the position.
2. Ensure eligibility criteria is met if applicable:
  - a. Co-operative education work term criteria:
    - i. Each work situation is developed and approved as a suitable learning situation by the educational institution.
    - ii. The student is engaged in productive work (vs. observation).
    - iii. The student receives remuneration for the work performed.
    - iv. The student's progress on the job is monitored by Conestoga.
    - v. The student's performance on the job is supervised and evaluated by the employer; for degrees, faculty are involved in work term assessment.
    - vi. Each diploma and graduate certificate work term must be full-time with a minimum of 12 weeks and 420 hours; degree programs must comply with PEQAB standards.
    - vii. Work term job descriptions must not indicate that a student is responsible for the delivery of a course. However, students can provide support to a professor, through activities such as

demonstrating, setting up equipment or preparing special course materials.

- b. Work Study position criteria:
  - i. Designed to accommodate the academic schedule of the student;
  - ii. Consists of duties that might not otherwise be performed, and does not replace or subsidize existing positions;
  - iii. Does not conflict with or contravene any existing Collective Agreements;
  - iv. Supports the College's Strategic Plan;
  - v. Is available to domestic students only.
- c. International students:
  - i. International students participating in Jobs on Campus must meet the following criteria:
    - 1. Must be full-time in a post-secondary program and returning the next term;
    - 2. Or, English Language students must be enrolled in Level 4 AND plan to continue studies in the fall;
    - 3. Fees must be paid in full.
  - ii. International students working on-campus in a co-op placement or a work placement that is part of their program must hold a valid:
    - 1. Social Insurance Number;
    - 2. Study Permit;
    - 3. Co-op Work Permit.
  - iii. International students who are being hired for any other type of position on campus must:
    - 1. Hold a valid Social Insurance Number;
    - 2. Hold a valid Study Permit;
    - 3. Be registered full-time or part-time in their final semester.
  - iv. International students who are on academic probation or registered with a special timetable are eligible to work on campus as long as above conditions are met.
  - v. Responsibility to ensure international student work eligibility is as follows:
    - 1. Co-op work term: co-op advisor is responsible
    - 2. International student jobs on campus: International Office is responsible
    - 3. Placement: placement coordinator is responsible
    - 4. Part-time positions: hiring manager is responsible
    - 5. Complete and submit relevant application form for work study and international student jobs on campus if applicable.

3. If eligibility has been met or if it is not required proceed with the following steps:
  - i. Develop a job posting
  - ii. All positions must be approved and assigned a payband by Human Resources then posted on My Career  
<https://mycareer.conestogac.on.ca/login/loginpage.htm>.
    - a. All applications must be considered to ensure fair and equitable hiring practices.
    - b. The following statement will be added to every job posting :
    - c. Conestoga College values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. Conestoga College provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact the hiring manager.
  - iii. Review applications and select candidates to interview.
  - iv. Conduct standardized interviews.
  - v. Check references for final candidates (obtain permission to check references sign off form or include a statement on MyCareer that says candidates agree to have their references checked by participating in the recruitment process).
    - a. Ontario’s Accessible Employment Standard requires employers to make their employment practices accessible to meet the needs of employees and job applicants. During the recruitment process, the employer must notify job applicants that accommodations are available upon request. If an applicant requests an accommodation, the employer must consult with the applicant and provide or arrange for a suitable accommodation in a manner that takes into account the applicant’s accessibility needs.
  - vi. Finalize the selection, extend an offer and confirm start date and wages.
  - vii. Request student employment contract.
  - viii. For co-op work terms, notify the Co-operative Education department, complete the work term agreement and a work term evaluation.

**APPENDICES:**

Appendix A: On-Campus Student Hiring Table

**REFERENCES:**

On-Campus Student Hiring Policy

Co-operative Education Policy

Conestoga College Work Study Manual

International Student Jobs on Campus Fund Information Sheet

**REVISION LOG:**

**Revision Date**

**Summary of Changes**

**1/26/2017**

**Policy and Procedure Committee – Approved**

**5/17/2017**

**Academic Forum – Approved**

**6/9/2017**

**Academic Coordinating Committee - Approved**

**REVIEW LOG:**

We certify that the On Campus Student Hiring Policy is appropriate and provides an up-to-date framework in which decisions can be made and implemented.

\_\_\_\_\_ or \_\_\_\_\_  
Date

\_\_\_\_\_

**APPENDIX A: ON-CAMPUS STUDENT HIRING TABLE**

I want to hire a student:	Co-op Student	Work Study Student	International Student (through International Student Jobs on Campus Program)	Full-time Summer Student (Appendix G, non-co-op) (pays union dues)	Part-time Student
Less than 24 hours/ week	<b>N/A</b>	<ul style="list-style-type: none"> <li>must be approved as a work study position- see Work Study Manual (available from Student Financial Services)</li> </ul>	<ul style="list-style-type: none"> <li>job description form submitted to the International Office during timelines outlined on International Student Jobs information Sheet (available from the International Office)</li> <li>maximum of 20 hours per week; 35 hours per week during scheduled breaks</li> <li>must be approved by the International Office</li> </ul>	<b>N/A</b>	<b>YES</b>
24-35 hours/ week	<ul style="list-style-type: none"> <li>job description must match some or all of the work term capabilities as listed on Conestoga’s website and be approved by HR and Co-operative Education</li> </ul>	<ul style="list-style-type: none"> <li>must be pre-approved as a work study position</li> <li>can earn a maximum of \$1,750 per semester, except for co-op students</li> </ul>	<ul style="list-style-type: none"> <li>several full-time co-op positions are available each year</li> <li>must be approved by the International Office – see International Students Jobs on Campus Information Sheet</li> </ul>	<b>YES</b>	<b>N/A</b>
When do I need this student to start?	Three work terms per year: Fall: September to December Winter: January to April Spring/Summer: May to August	See timelines in the Work Study Manual for the current Academic year.	See the timelines outlined on the International Student Jobs on Campus Information Sheet for the current / upcoming semester	May to August	Anytime during the year
Does the work have to be related to the student’s field of study?	<b>YES</b>	<ul style="list-style-type: none"> <li>only co-op students</li> </ul>	<ul style="list-style-type: none"> <li>only co-op students</li> </ul>	<b>N/A</b>	<b>N/A</b>
I need to replace a full-time employee who has left, is sick, or on vacation	<b>A student employee cannot be hired to replace a FT employee</b>				
I have increased enrolment and need a part-time instructor ASAP.	<b>A student employee cannot be hired as a part-time instructor</b>				



I want to hire a student:	Co-op Student	Work Study Student	International Student (through International Student Jobs on Campus Program)	Full-time Summer Student (Appendix G, non-co-op) (pays union dues)	Part-time Student
Do I need to post for this position?	<h1>All student employment positions must be posted on My Career</h1>				
How do I post?	Contact <a href="mailto:mycareer@conestogac.on.ca">mycareer@conestogac.on.ca</a> or submit your posting on the MyCareer portal. (Register for a staff/faculty account if you do not already have one)	Contact <a href="mailto:mycareer@conestogac.on.ca">mycareer@conestogac.on.ca</a> or submit your posting on the MyCareer portal. (Register for a staff/faculty account if you do not already have one)	The International Office department will post the position on MyCareer.	Contact <a href="mailto:mycareer@conestogac.on.ca">mycareer@conestogac.on.ca</a> or submit your posting on the MyCareer portal. (Register for a staff/faculty account if you do not already have one)	Contact <a href="mailto:mycareer@conestogac.on.ca">mycareer@conestogac.on.ca</a> or submit your posting on the MyCareer portal. (Register for a staff/faculty account if you do not already have one)
Do I need to interview for this position?	<h1>YES</h1>	<h1>YES</h1>	<h1>YES</h1>	<h1>YES</h1>	<h1>YES</h1>
How do I pay the student's wages?	<ul style="list-style-type: none"> <li>• Department budget/ External funding</li> <li>Or</li> <li>• Work Study (if approved and student is eligible)</li> <li>or</li> <li>• International Student Jobs on Campus Fund (several co-op positions each year)</li> </ul>	Student Financial Services funds 100% of wages and benefits (for approved positions and eligible students) up to the maximum for approved weeks only Current maximum is \$1750 per term except full-time co-op positions	International Office, through Financial Aid / OSAP / Student Awards, funds 100% of wages and benefits (for approved positions and eligible students)	<ul style="list-style-type: none"> <li>• Department budget/ External funding or</li> <li>• Work Study (if approved and student is eligible) or</li> <li>• International Student Jobs on Campus Fund (several positions each year)</li> </ul>	<ul style="list-style-type: none"> <li>• Department budget or</li> <li>• Work Study (if approved and student is eligible) or</li> <li>• International Student Jobs on Campus Fund (several positions each year)</li> </ul>
How do I get a contract for my employee?	Hiring Manager to submit a Request for Contract to Human Resources	Hiring Manager to complete a Request for Contract and send to Student Financial Services, where it will be verified and forwarded to HR	International Office will send a Request for Contract to Human Resources	Hiring Manager to submit a Request for Contract to Human Resources	Hiring Manager to submit a Request for Contract to Human Resources