



ON-CAMPUS STUDENT HIRING POLICY

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Academic Administration & Human Resources

Reference Code: HR12 V1

Effective Date: 6/9/2017

POLICY STATEMENT:

Conestoga is committed to providing on-campus employment opportunities to students enrolled in its post-secondary education programs. This policy 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.

SCOPE:

This policy applies to all student hiring at Conestoga for paid positions, including co-op, work study, the international student jobs on campus program, and full and part-time positions.

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.

REFERENCES:

- On-Campus Student Hiring Procedure
- Co-operative Education Policy
- Conestoga College Work Study Manual
- International Student Jobs on Campus Fund Information Sheet

REVISION LOG:

| Revision Date | Summary of Changes |
|----------------------|--|
| 01/26/2017 | Policy & Procedure Committee – Approved |
| 2/8/2017 | 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