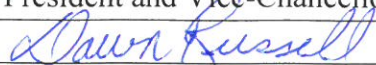


POLICY:	Student Employment Policy
Effective Date:	October 11, 2011
Revised Date:	April 16, 2019
Review Date:	May 1, 2019
Approving Body:	President and Vice-Chancellor
Authority:	
Implementation:	President Delegated to the Director of Student Services and Residence Life
Sponsor/Contact:	Director of Student Services and Residence Life
Applies to:	The University Community

I. Reason for Policy

The purpose of this policy is to assist faculty, staff and students in the implementation of the obligations that St. Thomas University must meet as an employer. This policy aims to establish, to the greatest extent possible, consistency in the hiring, evaluation and completion of student employment on campus. The University is committed to providing on-campus employment opportunities to students. Students are employed in diverse contexts on campus for diverse purposes. The employment opportunities for students attending St. Thomas University meet one or more of the following four key objectives:

- A. They provide a unique learning and development opportunity for students;
- B. They allow students to gain valuable experience that can be useful in future graduate studies and/or in securing employment post-graduation;
- C. They provide financial assistance to our students;
- D. They provide assistance to university community members in the completion of important work.

II. Scope

This policy applies to all opportunities for all full-time and part-time undergraduate students on campus, including part-time and full-time summer, academic year, internally and externally funded employment.

III. Policy Statement

The University strives to foster a culture of student learning and development. On-campus employment opportunities for students are considered a component of the university's core mission of learning that engages the whole person. On-campus employment opportunities often offer students a unique experience to apply and reinforce learning that has taken place in the classroom and bring them to another context. The university also recognizes the principles of pay equity and workplace accommodation in accordance with provincial legislation.

IV. Funding Sources

There are multiple funding sources from which students are normally paid for work on campus, such as:

- A. Professional development accounts;
- B. St. Thomas University academic and non-academic departmental budgets;
- C. JOBS Program funding;
- D. Internal grants (e.g., Dr. Rosemary Clews Research Internship, ORS Research Assistantship Grants); and
- E. External grants (e.g., SEED, NBHRF Summer Studentship).

V. Administering Funding

- A. Supervisors should hire St. Thomas University students before considering graduate students or students from other institutions.

- B. Additional criteria from internal or external funders may apply to the compensation, recruitment and selection, performance evaluation and end of employment of students that exist over and above this document.

VI. Hours of Work (all student hires)

A. September – April

- 1. Students cannot work on campus more than 20 hours per week (all jobs combined).
- 2. Students in the JOBS program cannot work more than 10 hours per week under the JOBS Program.
- 3. Students are not expected to work during exam periods.

B. All other periods

- 1. The limitations in the teaching period do not apply during summer employment.

VII. Student Compensation

A. Supervisor must compare the required skills for the job against the skills in the Student Employment Policy rubric (Appendix A) and pay students accordingly.

B. Compensation in excess of the amounts indicated in the Student Employment Policy rubric is permitted when required by an external funder.

VIII. Hiring Procedures

Additional criteria from internal or external funders may apply to the hiring procedures over and above this document (for example: JOBS hires, please consult section XI).

A. Recruitment and selection process for secured funding:

- 1. Supervisor creates a job advertisement according to standard format and forwards it to studentemployment@stu.ca;
- 2. Employment Coordinator reviews the job advertisement prior to posting on the STU website for at least 7 days;
- 3. Student applications are submitted directly to the supervisor;
- 4. Supervisor shortlists and interviews the applicants; and
- 5. Supervisor notifies the successful applicant(s) (and is encouraged to contact the unsuccessful interviewees).

B. Student concerns about the hiring process should be brought to the Employment Coordinator.

C. Payroll:

- 1. All students must have a valid SIN number;
- 2. Supervisor and student must complete the Payroll Information Sheet and other relevant documentation before the student can begin work;
- 3. Supervisor must sign and submit biweekly timesheets according to the prescribed schedule; and
- 4. Supervisor must submit all timesheets by April 30 each year.

IX. Supervision and Performance Management

A. Orientation:

- 1. Supervisor orients the student to the position and the work environment.
- 2. Supervisor shares the job description, responsibilities, and timeline expectations with students.
- 3. Supervisor must ensure information, instruction, training and supervision is provided as necessary to ensure the student's health and safety.

B. Performance Management/Evaluation:

- 1. Supervisor provides ongoing guidance and instruction to students on job tasks.
- 2. Supervisor provides ongoing feedback on the student employee's performance.
- 3. Supervisor must document all verbal and written warnings or reprimands given to the student.

C. Student Concerns:

Student employees have rights and responsibilities under provincial legislation, including New Brunswick employment standards. Student complaints regarding:

1. assigned tasks, workload, hours of work and other routine issues pertaining to their employment:
 - A. should be brought first to their supervisor. If no satisfactory agreement is reached;
 - B. the complaint should be brought to the Department Chair or Director concerned. If no satisfactory agreement is reached;
 - C. the complaint should be brought to Employment Coordinator. If no satisfactory agreement is reached;
 - D. the complaint should be brought to the Director of Student Services and Residence Life.
2. workplace harassment and discrimination:
 - A. should be brought to the Director of Student Services and Residence Life.

X. Completion of Employment

A. Premature Termination

1. Student Decision

- A. Supervisor notifies the Payroll Officer and Employment Coordinator of the student's last day of employment; and
- B. Supervisor begins the Selection and Recruitment Process for a replacement employee.

2. Supervisor Decision – Layoff

- A. Supervisor informs the student of position termination due to lack of work in writing 2 weeks prior to the student's last shift; and
- B. Supervisor notifies Payroll Officer and Employment Coordinator of the student's last day of employment.

3. Supervisor Decision - Termination

- A. Supervisor must have documented all verbal and written warnings and reprimands given to the student that have contributed to the termination;
- B. Supervisor contacts Human Resources and the Employment Coordinator for guidance to ensure the termination occurs in a manner consistent with provincial legislation;
- C. Supervisor terminates employee with cause; and
- D. Supervisor begins the Selection and Recruitment Process for a replacement employee.

B. End of Contract

1. Supervisor provides the date of the last day of work to Payroll Officer and the Employment Coordinator;
2. Supervisor provides summative feedback to the student (optional form provided); and
3. Supervisor facilitates the return of keys and university property to supervisor as appropriate.

XI. Additional Processes for JOBS Program

A. Faculty/Staff Application Process

1. Employment Coordinator opens the application period for the JOBS Program through a university-wide communication for a period of 28 days; and
2. Faculty and staff submit applications online before the deadline.

B. Adjudication Process

1. JOBS Committee scores applications against an adjudication grid;
2. The highest scoring applications receive funding first;
3. Departmental budgets will be considered when awarding funding;

4. Normally, successful applicants will only receive 1 JOBS grant per fiscal year; and
 5. Employment Coordinator communicates results of adjudication to each applicant.
- C. Hiring Procedures
1. The Employment Coordinator posts successful JOBS descriptions online for 14 days;
 2. Student applicants attend a resume workshop offered by the Employment Coordinator;
 3. Student applicants submit applications to the Employment Coordinator;
 4. Employment Coordinator forwards applications to supervisors;
 5. Supervisors must hire (but not necessarily start) JOBS students by October 31, or risk losing their funding; and
 6. Student concerns about the hiring process should be brought to the Employment Coordinator.
- D. Supervision and Performance Management
1. Performance Management/Evaluation
 - A. Supervisor must complete formal feedback forms at the mid-point and end of the JOBS grant and submit to the Employment Coordinator.
- E. Completion of Employment
1. End of Contract
 - A. Supervisor and student complete summative report and submit to the Employment Coordinator.

Appendix A – Student Employment Classification Rubric (All Hires)

Qualifications	Level 1 Description	Level 2 Description	Level 3 Description
Education	Years of study not a consideration Completed courses in a specific program or discipline not required Completion of specific courses not required (1 point)	Completion of 2+ years of post-secondary study Knowledge of a specific program or discipline an asset Completion of specific courses not required (2 points)	Completion of 3+ years of post-secondary study Knowledge of a specific program or discipline is required Completion of specific courses is required (3 points)
Responsibility and Judgment	Direction is given on a daily basis Minimal requirement to work independently Judgment required is limited and low risk Does not supervise others Responsibilities do not put reputation of STU at risk (1 point)	Direction is occasionally required Moderate requirement to work independently Some judgment required, let low risk Does not supervise others Responsibilities pose minimal risk to STU (2 points)	Direction is rarely required Majority of work is independent Judgment is required, moderate risk to STU Supervises others Responsible for planning, such as a major event or function (3 points)
Skills	Specialized skills are not required Basic knowledge of computer programs (e.g. Office) is required Skills required could be learned with minimal training (1 point)	Some specialization is required Some familiarity with specialized programs required Working knowledge of computer programs is required (1 point)	Specialized skills or expertise required (3 points)
Determination of Job Classification	3-4 points	5-6 points	7-9 points
Compensation	Level 1 – minimum wage + 4% vacation pay	Level 2 – minimum wage + \$1.50 per hour + 4% vacation pay	Level 3 – minimum wage + \$2.50 per hour + 4% vacation pay

Examples of specialized skills include but are not limited to:

- | | | | |
|-------------------------------------|------------------|---|----------------|
| Multi-lingual | Transcription | SPSS | Report writing |
| Creative works (brochures, posters) | Event planning | Budgeting | Moodle |
| Literature searches | Content analysis | Discourse analysis | Coding of data |
| Proof reading | MS Access | Data analysis (qualitative and/or quantitative) | Website design |