



# FLEMING

## Manager's Guide to Student Hiring

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## 1.0 Fleming College's Guiding Principles for Student Employment

Sir Sandford Fleming College believes in and encourages employment opportunities for our students to:

- *Enable the College to have certain tasks performed through the employment of students*
- *Contribute to the student's overall experience at the College*
- *Provide opportunities for students to obtain compensated employment and practical work experience within the College community*

The College has a process of recruitment and selection for student employees which is consistent and objective in its application.

### Scope:

The scope of this guide applies to the recruitment, selection and hiring of all persons to fill positions generally reserved for student employment both during the regular academic year and during the spring/summer semester.

### Responsibility:

The recruitment of student workers is the responsibility of the Hiring Manager/Designate, assisted by guidance from Human Resources and with the support of Career Services, Financial Aid and International Student Services. Hiring Managers/Designates are responsible for ensuring student work and student employment activities are compliant with the respective Collective Agreements (OPSEU Local 351):

- Part-time Student Workers – “Appendix 1” of the Part-time Support Staff Collective Agreement
- Full-time Student Workers - “Appendix G” of the Full-time Support Staff Collective Agreement

## 2.0 Definitions

### Student:

A person who is enrolled on a full-time or on a part-time basis at Fleming College and taking courses for credit, or pursuing apprenticeship credentials. This includes students with permanent disabilities with a forty (40) percent course load.

### Student Employee:

Employees who are occupying positions that are only made available to current students of the College. A student is considered current until the end of the semester, up to and including the date of their last exam. For summer positions, they are considered current if they are registered for the fall semester following that summer.

### Full-time Student:

A student who is taking seventy (70) percent or more of the hours and sixty-six and three-quarters (66.75) percent or more of the courses required for the approved program in a term.

#### Part-time Student:

A student who is taking less than seventy (70) percent or more of the hours and less than sixty-six and three-quarters (66.75) percent or more of the courses required for the approved program in a term.

#### Hiring Manager:

The Administrative employee who holds the authority for hiring the student worker. In academic Schools, the Hiring Manager may be the Dean or the Chair. The Hiring Manager may delegate their hiring authority to a Designate, however, the Hiring Manager remains fully responsible and accountable for signing the employment contract letter, for ensuring the health & safety of student workers, for managing performance and disciplinary matters and for termination of employment, where required. Human Resources is available for guidance on these processes.

#### Designate:

A person the manager chooses to delegate some of their responsibilities too. The designate may oversee and/or assign the students daily work and approve timesheets, however is not responsible for signing of the employment contract letter, for ensuring the health and safety of student workers or managing performance and disciplinary matters or for termination of employment.

#### Appendix G Student Worker:

Students employed temporarily for more than twenty-four (24) hours per week during the period of mid-April to the last Friday before Labour Day, as outlined in the OPSEU Full-time Support Staff Collective Agreement. No bargaining unit employee shall be laid off or have their normal hours of work reduced as a direct result of the hiring of these students.

#### Part-time Student Worker:

A student worker who is employed for up to 15 hours per week during active study periods or up to a maximum of 24 hours per week in non-study periods and must be in accordance with appendix 1 of the Part-time Support Staff Collective Agreement.

#### Appointment Letter:

A letter issued to the student worker before employment commences and will outline the specific terms and conditions of their employment including name of position, reporting department, supervisor's name, campus location, campus city, start date, end date, work hours and hourly rate of pay. Only the template(s) approved by Human Resources should be used for contract letters.

#### Job Description:

A document that summarizes the key duties and responsibilities of the student position. The description will contain the job title, highlights of the main job duties, the minimum qualifications for the position and the date of last revision. Official job descriptions for student positions are maintained by Human Resources.

#### Job Posting:

A document that outlines the name of the position, reporting department, campus location and campus city. The job posting provides key details for the job duties, essential skills, hours of work/schedule, pay rate and the period of employment. In addition, the job posting provides the number of positions available, any additional relevant job information and the contact information for applications. If the position is funded through the International Student Employment Program (ISEP), Fleming Work Study Program (FWSP), the Summer Employment Program (SEP) or if it is an Unfunded position, the eligibility criteria for the applicable program is listed at the bottom of the job posting.

#### Student Job Index:

A complete list of job duties and qualifications that have been approved and confirmed by Human Resources.

### 3.0 International Student Workers

The College shall endeavour to assist foreign students in adjusting to and feeling comfortable within the College environment by extending eligibility to them to compete for student jobs within the College, in accordance with Service Canada and Immigration Canada regulations.

International students do not require a work visa, however, they must obtain a temporary Social Insurance Number (SIN) prior to commencing employment with the College. An employment contract template form is available on the HR webpage to be completed by the student worker and the Hiring Manager. The original form is submitted by the student to Service Canada for processing. The international student worker must provide a copy of the Service Canada documentation when the temporary SIN is issued along with the SIN expiry date as part of completing their "Employee Personal Data Form" for payroll. Hiring Managers are responsible for ensuring international student workers do not commence work at the College before the SIN has been obtained and the payroll documents completed.

Further hiring instructions will be sent to departments that reserve a position under this program from International Student Services.

### 4.0 Defining Student Work

Whenever a new student position, or any changes to the duties or qualifications for previously posted student positions is contemplated by a Hiring Manager, the Hiring Manager shall discuss the nature of the work, the duties of the position(s), the qualifications required and the hours of work with HR. **Student positions cannot be used to do the work of full-time or part-time support staff, however, it is acceptable for students to provide general assistance to tasks and projects being led by support staff. Unpaid placement students (e.g. field placements) cannot be used to staff ongoing operational needs of the College.**

Through discussion with HR, it will be determined if the contemplated work/duties are within the scope of student work. Where it is deemed that the duties are not reflected in an existing student job description, the manager will be required to complete the "Request

Form - for New Student Established Job Description” and submit to HR for formal review and a student job description will be amended or developed by HR.

New / adjusted student work may require further consultation prior to it being added to the Student Job Index of approved student job duties and qualifications maintained by the Human Resources Department.

## Maximum Hours for Student Employment

The College believes that academic success should remain the primary focus of all student workers. With that in mind, the College has established the following maximums for the total weekly paid hours of work for students.

- During active study periods in the regular academic year: Up to 15 hours per week
- During non-study periods in the regular academic year (e.g. Reading Week, Christmas Break): Up to 24 hours per week
- During the period of mid-April to the last Friday before Labour Day: Up to 35 hours per week. Students employed temporarily for more than twenty-four (24) hours per week, are classified as “Appendix G” workers in accordance with the OPSEU Full-time Support Staff Collective Agreement.

## Multiple Positions:

In order to enable wider distribution of work amongst the student population and due to logistical issues associated with coordinating hours between two departments, students holding multiple positions is strongly discouraged. In exceptional circumstances when this must be considered (example two departments are collaborating to share one student position), please contact Human Resources before an offer of employment is made.

## Hiring Priority Order:

When filling student positions, selection is to be made in the following order of priority among qualified applicants, subject to the parameters of any wage subsidy programs where applicable:

- 1<sup>st</sup> – Full-time\* Fleming College students
- 2<sup>nd</sup> – Part-time Fleming College students

*\* NOTE: Fleming students pursuing part-time studies as part of his/her accommodation due to a disability are also considered eligible in the first selection round.*

## 5.0 Conflict of Interest

A conflict of interest may exist in a situation whereby a person might benefit or gain advantage for themselves or someone with who they have a personal or business relationship. Please refer to the College’s **Conflict of Interest Policy, #4-404** for complete details. It is the College’s position that situations are to be avoided which could potentially lead to conflict of interest. This would include having direct supervisory responsibility for, or taking part in proceedings affecting the hiring, promotion or wages paid to a spouse or other relative.

## **6.0 Student Employment Wage Subsidy Programs**

Fleming College encourages student employment opportunities by offering a number of wage subsidy programs. There are currently four (4) programs available: SEP, ISEP, FWSP and IWSP.

### **Fleming Work Study Program (FWSP)**

This program is funded by Fleming College. The objective of the program is to help students in financial need by providing opportunities for them to work part-time during the study year. The College creates, approves and fills jobs that meet their needs. These student jobs are funded through the “Tuition Set Aside Fund” (TSAF); the College provides to a maximum of 75% of the funds or up to \$2,000.00/academic year or to the maximum of financial need demonstrated by the student, whichever is less. The manager must provide the remaining 25% or remainder not covered.

Students may only work up to 15 hours/week, this is across all departments; if there is a special circumstance whereby a student will need to work over 15 hours, prior approval is necessary from the Manager, Student Financial Services. Students who are already funded through Second Career or WSIB are not eligible for this funding program.

Whether a position is funded is dependent on the student’s eligibility. Students must complete funding application forms to determine eligibility. The application also includes information that the hiring manager will need to complete. Completed applications shall be sent to Human Resources who reviews with Financial Aid to determine eligibility.

If you have specific questions about the FSWP program, please contact the Manager, Student Financial Services.

### **Summer Employment Program (SEP)**

The Summer Employment Program falls under the guidelines of the “Tuition Set Aside Fund” (TSAF); the College provides a maximum of 75% of the funds to cover student wage costs while the Manager must provide the remaining 25%. Positions funded under this program must meet specific eligibility criteria. Successful applicants may work up to 35 hours per week during the period of mid-April to the last Friday before Labour Day. Students working over 24 hours per week during that period are covered by the Full-time Support Staff Collective Agreement as Appendix G workers.

Students must have been in receipt of OSAP assistance during the prior academic year or demonstrate financial need and must be returning to the College on a full-time basis in the upcoming fall. All work funded under SEP must take place on a College campus location. Positions must be legitimate student work as determined through consultation with Human Resources in accordance with Section 4.0 of this guide. Positions covered by SEP cannot be student positions that have been funded by FWSP in the past. Students who are already funded through Second Career or WSIB are not eligible for this funding program. If you have specific questions about the SEP program, please contact the Manager, Student Financial Services.

Annually in approximately March, the SEP program guidelines for the upcoming summer will be communicated to Hiring Managers. Managers will need to request the total number of funded positions they want. The Human Resources and Financial Aid department will review the requests and follow up with managers providing confirmation of approval or decline.

The following is a summary of key highlights that Hiring Managers/Designates should bear in mind when preparing payroll documents (e.g. timesheets) for Appendix G student workers and student workers approved for funding under the Summer Employment Program (SEP).

- SEP covers the base hourly rate only; it does not cover overtime or any other pay premiums required by Employment Standards or the collective agreement.
- Departments are required to cover overtime hours or any other pay premiums not covered by the SEP fund.
- Union dues will be deducted from Appendix G student workers.
- Shift premium is to be recorded using the Shift Premium/On Call/Lead Hand form
- Statutory holidays: Appendix G students are paid in accordance with article 10 of the Full-time Support Staff Collective Agreement. Articles 10.2 and 10.7 shall not apply.

## **International Student Employment Program (ISEP)**

This program was launched in October 2012 and is funded through the International tuition hold-back. ISEP is administered through the International Student Services office in conjunction with Human Resources. All applicants for student job postings funded through the ISEP must meet specific eligibility criteria for ISEP. ISEP allows international students to work up to 15 hours per week for 15 weeks. All work funded under ISEP must take place on a College campus location. Positions must be legitimate student work as determined through consultation with Human Resources in accordance with Section 4.0 of this guide.

- Student must be an International Student (non-Canadian citizen, non-permanent resident or non-landed immigrant)
- Student must be returning to the college on a full-time basis in September.
- Students who withdraw from their program of study or drop to part-time status will be asked to terminate the ISEP position effective the date of withdrawal or the date of reduction to part-time status.
- The funding provides a maximum of 75% of the funds while the department must provide the remaining 25%
- Must either possess or be eligible to apply for a valid Canadian Social Insurance Number
- Not Eligible: students on the Ontario Restricted List (ORL)

## **International Work Study Program (IWSP)**

- Student must be an International Student (non-Canadian citizen, non-permanent resident or non-landed immigrant) Student must be progressing in their studies to



the point where the International Student Services Office can reasonably conclude that working part-time will not have a negative impact on their studies

- Student must be registered as a full-time student
- Student who withdraws from their program of study or drop to part-time status will be asked to terminate the IWSP position effective the date of withdrawal or the date of reduction to part-time status
- Maximum hours assigned to students cannot exceed 15 hours per week, unless the student is on a special project/reading week, etc.
- The funding covers \$2,000 per academic term/semester. The department is responsible for providing funding beyond. Please note that the student's eligibility will need to be re-evaluated after every term and a new appointment letter should be submitted.
- Must possess a valid Canadian Social Insurance Number
- Work completed must be on a college campus location

## 7.0 Hiring Procedures

For a brief step by step overview – refer to the [Student Hiring page](#) on the HR Website.

Student positions developed in accordance with Section 4.0 of this guide, shall be filled through the Hiring Procedure noted below:

### Posting Development:

- Using the position descriptions contained in “Established Student Positions” available on the HR webpage, the Hiring Manager/Designate will identify the student work to be hired.
- If there is an “Established Student Position” – the hiring manager has identified to hire they can proceed to posting the job on the [student career portal](#). The position is then routed to Human Resources for approval. Instructions for how to submit a job posting on the student career portal can be found [here](#) or on the [HR Student Hiring Webpage](#).
- If there is no “Established Student Position” available which accurately reflects the work, the Hiring Manager/Designate shall contact Human Resources to discuss. HR will confirm if they are required to complete the “Request Form - for New Student Established Job Description”. Refer to section 4.0 for more information.
  - If the work is determined to be within the scope of student work, HR will take the necessary steps to deem the position as new established student work.
  - The Hiring Manager then proceeds with the posting process.

### Funding:

Hiring Managers who are interested in accessing a wage subsidy for student workers should refer to Section 6 of this guide for an overview of each funding program.

For funded positions, the following must take place before proceeding with any student candidate:

1. Hiring Manager completed an On Campus Student Hiring Request Form and submitted to HR
2. HR reviewed form with the Student Jobs Committee, including Financial Aid and International Student Services to determine if the funding request can be fulfilled with funds available.
3. HR communicates back with the hiring manager to confirm if their request was approved in full or partial (in circumstance where multiple funded positions requests are submitted).
4. From there the positions are considering *funded in principle*. Ultimately funding will only released when the eligible student meets the criteria as previously outlined.
5. The Manager can then proceed to work with HR to posting the student opportunity in Evolve.
6. As student applications are received they are asked to complete their funding applications forms.
7. Funding Application Forms are then reviewed with Financial Aid and/or International Student Services to determine eligibility for the program. Once reviewed that information is communication back to HR and then onto the Hiring Manager.

## Selection Process

Applications are received in Evolve and accessed by the hiring manager or designate for review and interviews. Once a fair and equitable selection process has resulted in finding a successful student candidate we can proceed onto creating an offer letter.

There are two types of offer letter options for student workers:

1. **Part-time Students (<24 hours per week):** This is applicable for FWSP and iSEP positions. Please use the *Part Time Offer Letter template* located on the Student Workers page within HR. Hiring Managers must sign appointment letters to document approval of hire.
2. **Temporary full-time students (24-35 hours per week):** Appendix G appointment letters are completed by Human Resources. The Hiring Manager/Designate shall notify Human Resources of the successful candidate(s) using the "*Appendix G Appointment Letter Request Form*" form located on the HR website. Hiring Managers must sign the request for appointment letter form to document approval of hire.

Hiring Managers are responsible for distributing the "Appointment Letter" to the student worker(s) and ensuring completed payroll documentation and signed appointment letters are returned to Human Resources within one (1) week prior to the start date of the employment period.

Hiring Managers/Designates are encouraged to personally advise any interviewees who were not successful in their efforts.

## 8.0 Re-Hiring Students

Hiring Managers/Designates may re-hire or extend student workers automatically in the following circumstances:

- The individual continues to be qualified as a student within the meaning of this guide
- The individual was hired within the order of priority outlined in Section 4.0 of this guide
- The individual being re-hired/extended is in the same position at the same rate of pay as originally hired

Please ensure you notify Human Resources when you are rehiring under these circumstances and complete a new appointment letter for the renewed employment period.

## **9.0 Rates of Pay for Student Work**

All student positions are paid at the rate of \$16.55 per hour, as of October 1, 2023.

The rate of pay is exclusive of vacation pay. Four percent (4%) vacation pay is added to the student's gross wages and paid on a bi-weekly basis.

## **10.0 Self-Service Digital Timesheets**

All student workers submit digital timesheets. Approvals are routed through an online system and all hours are to be approved by the Hiring Manager and submitted to HR for processing by the required deadlines noted on the annual Payroll Schedule.

Summer Employment Program (SEP): for student positions approved for wage subsidy, digital timesheets are also routed to the Manager, Financial Aid & Student Fees for approval prior to payroll processing deadlines.

Work Study (FWSP): digital timesheets for eligible students are submitted and paid through the hiring department accounts.

International Student Employment Program (ISEP): for student positions approved for wage subsidy, digital timesheets are also routed to International Student Services for approval prior to payroll processing deadlines.

To learn more about the digital timesheet process, please refer to the Payroll department.

## **11.0 Health and Safety Responsibilities**

### **Occupational Health & Safety Act**

Under the Occupational Health & Safety Act, the "supervisor" means a person who has charge of a workplace or authority over a worker. A supervisor must ensure that a worker:

- Works in a manner and with the protective devices, measures and procedures required by the Act and the regulations; and
- Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

A key responsibility under the Act is to take every precaution reasonable in the circumstances for the protection of a worker. Additionally, a supervisor shall:

- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- Where prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.

## **Mandatory Safety Training and Orientation**

The supervisor will ensure that each student completes/has completed the mandatory safety training and orientation program. Each supervisor will provide specific information, instruction and supervision in their area to protect the health & safety of the student(s). Such training will include information about any hazard in the work area and in the handling, storage, use, disposal and transport of any article, device, equipment or agent.

Students must complete the following mandatory health and safety training through the portal, (*My Campus > More Applications > Learning and Development*):

- Accessibility Training
  - AODA Suite
    - Accessible Customer Service
    - Integrated Accessible Standards
- Health & Safety Training: 4 Step Health & Safety Worker
- Sexual Assault & Violence
- WHMIS Training
  - Email [safety@flemingcollege.ca](mailto:safety@flemingcollege.ca) to request your student be registered. This training is administered by YOW Canada and once registered the student will receive the training information via email

*If the student has already completed the above safety training from previous employment with the College they do not need to do them again. They can verify completion by checking the portal: My Campus > More Applications > Learning and Development > Training Summary*

## **12.0 Ending Employment Early**

As with any employee, if you will be ending a student worker's employment prior to the last date of the employment period stated in the appointment letter, please contact your Human Resources Consultant well in advance to discuss whether notice requirements apply.