

Fleming College

Manager's Guide to Student Hiring

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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. This process includes the establishment of standard rates of pay that reflect the relative value of the work performed and the skills of the student worker.

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 and the Associate Registrar (where applicable). Hiring Managers/Designates are responsible for ensuring student work and student employment activities are compliant with the Support Staff Collective Agreement (OPSEU Local 351) when employing "Appendix G" student workers.

2.0 Definitions

STUDENT – a person who is enrolled on a full-time or on a part-time basis in a post-secondary institution and taking courses for credit, or pursuing apprenticeship credentials.

FULL-TIME STUDENT – a student who is taking seventy (70) percent or more of the hours and sixty-six and two-thirds (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 two-thirds (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 his/her 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.

APPENDIX G – 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 Support Staff Collective Agreement. No bargaining unit employee shall be laid off or have his/her normal hours of work reduced as a direct result of the hiring of these students.

CASUAL 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.

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 one page document that summarizes the key duties and responsibilities of the student position. The description will contain the job title, job level (1 or 2), highlights of the main job duties (e.g. 6-8 bullet points), the minimum qualifications for the position (e.g. 6-8 bullet points) 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, essentials skills, hours of work/schedule, level of the position, pay rate and the period of employment. In addition, the job posting provides the College URL, required years of experience, 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.

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) card 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 (Administrator). 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. Leaders 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.

NOTE: International students are not eligible for student jobs that are funded through wage subsidy programs such as the Fleming Work Study Program and the Summer Employment Program, however, the College has initiated a separate funding program called the International Student Employment Program (ISEP) effective October 2012 which provides funding for on-campus student job work.

Positions will be distributed on a first-come first-serve basis. Further hiring instructions will be sent to departments that reserve a position under this program.

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 contact their the HR Student Hiring Lead to discuss the number of student workers required, the nature of the work, the duties of the position(s), the qualifications required, the hours of work and the appropriate rates of pay. **Student positions cannot be used to do the work of full-time support staff, however, it is acceptable for students to provide general**

assistance to tasks and projects being led by full-time support staff. Unpaid placement students (e.g. field placements) cannot be used to staff ongoing operational needs of the College.

Through discussion with the HR Student Hiring Lead, 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 established job description or recent posting, a new student job description will be developed by the Hiring Manager in consultation with the HR Student Hiring Lead. New / adjusted student work may require further consultation prior to it being added to the roster of approved student job descriptions maintained by the Human Resources Department. The HR Student Hiring Lead will assign the appropriate rate of pay based on the final job description and the current student rate grid.

5.0 Conflict of Interest

A conflict of interest may exist in a situation whereby a person might benefit or gain advantage for him/herself or someone with who s/he has 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

6.1. 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 aid demonstrated by the student, whichever is less. The College 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 Associate Registrar (Kim van Bruinessen). 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. **Before** an offer of employment (verbal or written) is made, the hiring manager will provide the student(s) with the FWSP application & budget to complete (available here: <https://department.flemingcollege.ca/hr/information-for-managers/student-workers/>) The application also includes information that the hiring manager will need to complete. Completed applications can then be forwarded by the student to Financial Aid who will determine eligibility.

If you have specific questions about the FSWP program, please contact the Associate Registrar (Kim van Bruinessen).

6.2 Summer Employment Program (SEP)

This program falls under the guidelines of the "Tuition Set Aside Fund" (TSAF); 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. **NOTE: Any hours above 35/week are**

not covered by SEP and would be paid by the hiring department. Students working over 24 hours per week during that period are covered by the Support Staff Collective Agreement as Appendix G workers. Annually in March, the SEP program guidelines for the upcoming summer will be communicated to Hiring Managers by the College. Students must have been in receipt of OSAP assistance during the prior academic year 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 Associate Registrar (Kim van Bruinessen).

6.3 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. 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. If you have specific questions about the ISEP funding program, please contact the International Student Services office (Amanda Gray).

7.0 Hiring Procedures

7.1 Casual Part-Time Student Workers (Up to 15 Hrs/Wk or up to 24 hours/week in non-study period)

Student positions developed throughout the year and 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 and will prepare a draft posting using the current year posting template, as provided on the HR webpage. PLEASE DO NOT RECYCLE JOB POSTINGS FROM PREVIOUS YEARS/SEMESTERS.
- If there is an “Established Student Position” – the Hiring manager sends the posting to Human Resources Contact (hr@flemingcollege.ca) for review who will then forward the approved final job posting to Career Services for posting. If you make any changes to the established position, these need to be identified in the section “Additional Information if Different from Established Job Description”.
 - If the number of students you are planning to hire is higher than what you have previously utilized, please contact HR Student Hiring Lead (Nick Duley)
- If there is no “Established Student Position” available which accurately reflects the work, the Hiring Manager/Designate shall contact HR Student Hiring Lead (Nick Duley) to discuss the nature of the work.
 - If the work is determined to be within the scope of student work, the HR Student Hiring Lead will take the necessary steps to deem the position as new established student work.
 - The Hiring Manager then sends the posting to Human Resources Contact (hr@flemingcollege.ca) for posting.

Funding

- Hiring Managers who are interested in accessing a wage subsidy for student workers should refer to Section 6 of this guide.

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. NOTE: If the student is funded through the Fleming Work Study Program, weekly hours should not exceed 15 in any circumstances without prior approval of the Associate Registrar. Please also refer to the Section 7.2 (Appendix G) for additional details on weekly hours.

- *During active study periods in the regular academic year (Sep-Apr)15 hours per week*
- *During non-study periods in the regular academic year (e.g. Week 8).....24 hours per week*

Multiple Positions Discouraged:

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 the Human Resources Student Hiring Lead before an offer of employment is made.

Selection Process

- Career Services will collect and organize all resumes received in response to the posting and will notify the Hiring Leader/designate when the posting has closed
- A full posting process is always encouraged; however, the College recognizes there may be *occasional* circumstances where this is not appropriate for casual, part-time positions. Should a modified recruitment process occur, the Hiring Leader shall ensure it is guided by fair and equitable recruitment/selection principles and practices:
 - Make the opportunity known in a fair manner to build a broad applicant pool
 - Minimize “word-of-mouth” hiring
 - Use a variety of methods to assess job related skills, knowledge and abilities applicable to the student role
 - Use consistent questions for all candidates
 - Respect and comply with the Ontario Human Rights Code and ensure questions are not directly or indirectly biased
 - Address any potential conflict of interest
 - Ensure that any other paid work the student is performing at the College is disclosed
 - Provide accommodations where required
- Following a fair and equitable selection process, the Hiring Manager/Designate shall notify the successful candidate(s) and prepare the “Appointment Letter” using the approved template provided on the HR webpage. **Hiring Managers must sign appointment letters to document approval of hire.**
- Hiring Managers/Designates are encouraged to personally advise any interviewees who were not successful in their efforts.
- Hiring Managers are responsible for preparing and distributing the “Appointment Letter” to the student worker(s) on/before the first day of employment and ensuring completed payroll documentation is returned to Human Resources within three (3) business days of the start date of the employment period.

7.2 Temporary Full-Time Student Workers (“Appendix G”)

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, are classified as “Appendix G” workers in accordance with the OPSEU Support Staff Collective Agreement. These student roles are members of the Support Staff bargaining unit therefore the job posting and job offer processes are centralized through the Human Resources Department. Student positions developed for the Appendix G period and in accordance with Section 4.0 of this guide must 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 and will prepare a draft posting using the current year posting template, as provided on the HR webpage. PLEASE DO NOT RECYCLE JOB POSTINGS FROM PREVIOUS YEARS/SEMESTERS.
- If there is an “Established Student Position” – the Hiring manager sends the posting to Human Resources Contact (hr@flemingcollege.ca) for review who will then forward the approved final job posting to Career Services for posting. If you make any changes to the established position, these need to be identified in the section “Additional Information if Different from Established Job Description”.
 - If the number of students you are planning to hire is higher than what you have previously utilized, please contact HR Student Hiring Lead (Nick Duley)
- If there is no “Established Student Position” available which accurately reflects the work, the Hiring Manager/Designate shall contact HR Student Hiring Lead (Nick Duley) to discuss the nature of the work.
 - If the work is determined to be within the scope of student work, the HR Student Hiring Lead will take the necessary steps to deem the position as new established student work.
 - The Hiring Manager then sends the posting to Human Resources Contact (hr@flemingcollege.ca) for posting.

Funding

- Hiring Managers who are interested in accessing a wage subsidy for App G student workers should refer to Section 6.2 (SEP) of this guide and contact the Associate Registrar before the job is posted. Priority will be placed on postings where the position is needed, regardless of funding availability. Hiring Leaders will be contacted by March 30th to confirm the funding status for all postings.
- Earlier posting option – Summer student positions (Appendix G) can be posted before March 30th, however because SEP funding won’t yet be guaranteed, the following language will need to be included on the posting beside “Number of Positions”:
 - “Positions dependent on funding availability”. Students will also need to be informed of this when the interview is being arranged & during the interview.

Selection Process

- Career Services will collect and organize all resumes received in response to the posting and will notify the Hiring Leader/designate when the posting has closed
- If the position is reliant on SEP funding, the Hiring Manager should email the Associate Registrar (Kim Van Bruinessen) the candidates’ name and student number to ensure candidates meet funding qualification criteria. It is highly recommended that this is done before interviews are scheduled.

- The Hiring Manager will ensure a fair and equitable process to review and assess applications based on the criteria advertised/interviews and select the successful student.
- The Hiring Manager/Designate shall notify Human Resources Contact (hr@flemingcollege.ca) of the successful candidate(s) using the “Appointment Letter Request” form located on the HR website. **Hiring Managers must sign request for appointment letter form to document approval of hire.**
- Hiring Managers/Designates are encouraged to personally advise any interviewees who were not successful in their efforts.
- Human Resources will prepare the “Appointment Letter” for the Appendix G student worker and will notify the Hiring Manager/Designate when the letter and the new employee package are ready for pick-up. The Hiring Manager shall ensure all completed payroll forms are returned to Human Resources within three (3) business days of the start date of the employment period.
- The names and start/end dates of all Appendix G workers will be reported by Human Resources to the local Union and to the Associate Registrar (Kim van Bruinessen).

8.0 Priorities in Student Employment

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:

- 1st – Full-time* Fleming College students
- 2nd – Part-time Fleming College students
- 3rd – Students currently enrolled at other Colleges or Universities but normally resident in the local area during the work period
- 4th – Students currently enrolled at other Ontario educational institutions (e.g. secondary schools).

** 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.*

9.0 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 8.0 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 the Human Resources Student Hiring Contact when you are rehiring under these circumstances.

10.0 Rates of Pay for Student Work

Student rates of pay shall be established in consultation with Human Resources based on the work duties and qualifications of the student role. Currently, there are two (2) levels of student work at the College:

Level 1 - \$11.40 per hour (updated October 1, 2016)

Level 2 - \$11.65 per hour (updated October 1, 2016)

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.

10.01 Timesheets:

All timesheets 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): Beginning in the summer of 2017, student workers will submit time through the Evolve system. Hardcopy timesheets will no longer be used. The student worker must submit and the manager must approve the time by the required deadlines to ensure payment. For student positions approved for wage subsidy, hardcopy timesheets are no longer forwarded to the Associate Registrar for approval. The approval will occur in Evolve. The manager is no longer required to do anything additional.

Work Study (FWSP): timesheets for eligible students are submitted and paid through the hiring department accounts. The Hiring Manager provides copies of the timesheets to Financial Aide on a bi-weekly basis.

11.0 Submitting Appendix G and “Summer Employment Program” Payroll Documents

The following is a summary of key highlights that Hiring Managers/Designates should bear in mind for Appendix G student workers and student workers approved for funding under the Summer Employment Program (SEP). If you have additional questions related to payroll processing, please contact either Michelle Bozec (ext.#1974) or Cathy Reid (ext.#1618).

Please note that union dues will be deducted from Appendix G student workers.

Consideration	Student Worker Responsibility	What will happen automatically in Evolve	Manager Responsibility	Associate Registrar Responsibility
Student worker is not funded through SEP	Enter hours worked with their own department number provided by the manager	Hours worked will get charged to department number provided	Approve time	Nothing
Student worker is funded through SEP	Enter hours worked with their own department number	Hours worked will get charged to the SEP department number	Approve time	Approve time following manager's approval

SEP only covers up to 35 hours per week	Enter total hours worked with their own department number	<p>Hours will be divided into multiple data rows.</p> <p>7 hours per day will be charged to the SEP department.</p> <p>If worker's standard hours are 7 hours per day, additional hours will be paid as overtime and charged to the manager's department number.</p> <p>If worker's standard hours are 8 hours per day, one additional hour will be charged to the manager's department number.</p>	Approve all time	Approve 7 hours per day following manager's approval
Student worker does not work statutory holiday (Statutory holiday is a regularly scheduled day of work for them)	Do not enter any hours on statutory holiday	Standard hours will be automatically entered.	Approve time	Approve time following manager's approval
Student worker does not work statutory holiday (Statutory holiday is a not a regularly scheduled day of work for them. For example, student works full-time hours Tuesday – Saturday and the stat falls on a Monday)	<p>Take a day off in lieu of the stat.</p> <p>Do not enter any hours on statutory holiday or day off in lieu.</p> <p>Enter hours worked on the days they did work with their own department number.</p>	Standard hours will be automatically entered for the statutory holiday.	<p>Allow student worker to take a day off in lieu of stat.</p> <p>Approve all time</p>	Approve time following manager's approval

Student worker worked on statutory holiday	Enter hours worked on the date of the stat holiday with their own department number	Since student worker is entitled to statutory holiday pay, standard hours will be automatically entered. Hours entered by the student worker will be paid as overtime and charged to the manager's department number.	Approve all time	Approve time on stat following manager's approval Do nothing with overtime hours
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12.0 Hiring Leader Responsibilities

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.

13.0 Safety Training and Orientation

The supervisor will ensure that each student completes a mandatory safety training and orientation program. Each supervisor will provide specific information, instruction and supervision in his/her 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.

14.0 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.