

Policy History
<b>Policy No.</b> HR14
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Finance & Administration
<b>Effective Date:</b> February 2005

## Employment / Students Policy

Kwantlen Polytechnic University supports, and endeavours to provide, opportunities for students to participate in meaningful and useful work experiences within the University and by so doing to supplement their financial resources. The University strives to attract and hire the best qualified candidate through the consistent application of the procedures outlined in this document.

### PROCEDURES

#### 1. *CO-OPERATIVE EDUCATION STUDENTS*

- a. Funding Source is the Department Budget
- b. Application for Funding is the responsibility of the Department
- c. Rate of Pay is determined by BCGEU Collective Agreement
- d. Benefits as per Collective Agreement
- e. Hours of Work are 7 hours / day; 35 hours / week
- f. Guidelines:
  - must be from recognized Co-Operative Education Program with priority to Kwantlen Polytechnic University Students
  - students may not be hired to work in a department where they will be supervised by a relative or family member
- g. Job Descriptions:
  - must not include the majority of the principle duties of existing BCGEU job description as per Collective Agreement
  - Job Descriptions are reviewed by a Committee consisting of one Union Representative and one Employer Representative as per Collective Agreement
- h. Requisition/Student Positions

Hiring Department completes Position Request Form and forwards to Human Resource Services with either a previously approved job description or a draft of a new one which must be approved before a student can be hired.

i. Advertising

Hiring Department may place a Job Order with Job Placement on receipt of an approved Job Description

j. Hiring

Hiring Department interviews, makes selection and forwards to Human Resource Services a completed Employee Transaction Form; a TD1; a Union Dues Authorization Form; Resume; copy of Social Insurance Card; and approved Job Description.

k. Time sheets, Pay cheques and Name Tags

The supervisor is responsible for authorizing time sheets; ensuring Student Assistant name tags are worn; communicating timesheet deadlines and where to pick up pay cheques.

l. Cessation of Employment

Supervisor must complete Employee Transaction Form and forward to Human Resource Services. This will ensure record of employment is completed as well as database being updated.

**2. SUMMER STUDENT PROGRAMS (ie: Challenge Programs)**

a. Funded by various Government funding programs

b. Application for Funding is the responsibility of Human Resource Services

c. Rate of Pay is determined by Department / Human Resource Services / BCGEU

d. Benefits as per Employment Standards and/or program guidelines

e. Hours of Work are 7 hours / day; 35 hours / week

f. Guidelines:

- priority will be given to Kwantlen students presently attending full time (9 credits or more) or, if applying for summer position, were enrolled full time (9 credits or more) in prior semester (unless program designates funds solely for secondary students);
- students may not be hired to work in a department where they will be supervised by a relative or family member.

g. Job Descriptions:

- as per Current Program Guidelines
- Job Descriptions are reviewed by Bargaining Unit Chair or designate as per Collective Agreement

h. Requisition / Student Positions

Hiring Department completed Position Request Form and forwards to Human Resource Services with either a previously approved job description or a draft of new one which must be approved before a student can be hired.

i. Advertising

Hiring Department may place a Job Order with Job Placement on receipt of an approved Job Description

j. Hiring

Hiring Department interviews, makes selection and forwards to Human Resource a completed Employee Transaction Form; a TD1; a Union Dues Authorization Form; Resume; approved Job Description; and Declaration Form.

k. Time sheets, Pay cheques and Name Tags

The supervisor is responsible for authorizing time sheets; ensuring Student Assistant name tags are worn; communicating timesheet deadlines and where to pick up pay cheques.

l. Cessation of Employment

Supervisor must complete Employee Transaction Form and forward to Human Resource Services. This will ensure record of employment is completed as well as database being updated.

### 3. **STUDENT ASSISTANTS**

a. Funded by Department Budget

b. Application for Funding is the responsibility of the Department

c. Rate of Pay is determined by Human Resource Services and approved by President's Group

d. Benefits as per Employment Standards

e. Hours of Work are 7 hours / day; 15 hours / week maximum

f. Guidelines:

- priority will be given to Kwantlen Polytechnic students presently attending full time (9 credits or more) or, if applying for summer position, were enrolled full time (9 credits or more) in prior semester;
- students may not be hired to work in a department where they will be supervised by a relative or family member.

g. Job Descriptions:

- must not include more than 25% of principle duties as per Collective Agreement

- Job Descriptions are reviewed by Bargaining Unit Chair or designate as per Collective Agreement

h. Requisition / Student Positions

Hiring Department completes Position Request Form and forwards to Human Resource Services with an approved job description or a draft of a new one which must be approved before a student can be hired.

i. Advertising

Hiring Department may place a Job Order with Job Placement on receipt of an approved Job Description

j. Hiring

Hiring Department interviews, makes selection and forwards to Human Resource Services a completed Employee Transaction Form; a TD1; Resume; copy of Social Insurance Card; and approved Job Description.

k. Time sheets, Pay cheques and Name Tags

The supervisor is responsible for authorizing time sheets; ensuring Student Assistant name tags are worn; communicating timesheet deadlines and where to pick up pay cheques.

l. Cessation of Employment

Supervisor must complete Employee Transaction Form and forward to Human Resource Services. This will ensure record of employment is completed as well as database being updated.

**RELATED POLICIES:**

ST8 Co-Operative Work Terms

ST9 Completion Time Limit for Co-Operative Education Programs

ST10 Student Eligibility for Co-Operative Work Term / Semester

**Applicable Documents for Reference:**

BCGEU Letter of Understanding / Co-Op Ed Student Training Program Placement

BCGEU Letter of Understanding / Student Assistants

Current Summer program Guidelines (ie. Federal Government Challenge Program)