

Student Assistant Checklist

New Hire Process Checklist

Please follow the below steps if hiring a new Student Assistant to KPU.

	<p>Review the KPU Policy and BCGEU Collective Agreement. For any questions, please contact your HR Business Partner.</p> <p><input type="checkbox"/> Policy HR14 Employment/Students</p> <p><input type="checkbox"/> Letter of Understanding 2, Student Assistants</p>
	<p>Confirm that there is an approved Student Assistant job description in place.</p> <p>If not, draft a Student Assistant job description and send to your HR Business Partner who will seek approval of the job description from BCGEU. Job Description Template</p>
	<p>Contact the Career Development Centre (careers@kpu.ca) to post the position.</p>
	<p>Conduct phone screens, interviews and reference checks.</p> <p>Interview and reference resources can be found on HR's Recruitment SharePoint page.</p>
	<p>Offer the position to the successful student, ensuring the working conditions reflect Policy HR14 and Letter of Understanding 2 requirements.</p> <p><input type="checkbox"/> Complete Employment Contract and ensure it is signed by the Student Assistant.</p> <p>Provide the student with the following forms to complete:</p> <p><input type="checkbox"/> Federal and Provincial TD 1 forms</p> <p><input type="checkbox"/> Direct deposit form</p> <p><input type="checkbox"/> HR Data Gathering form</p> <p>If their Social Insurance Number (SIN) starts with "9" they will also need to provide:</p> <p><input type="checkbox"/> Copy of Social Insurance Number (SIN) confirmation</p> <p><input type="checkbox"/> Copy of work/study permit</p> <p><input type="checkbox"/> Email the completed contract, forms and documentation to HRContracts@kpu.ca for processing.</p>
	<p>Order Student Assistant name tag through the Print Shop</p>

Re-Hire Process Checklist

Please follow the below steps if you are re-hiring a current student who has already held a Student Assistant role at KPU.

	<p>Review the KPU Policy and BCGEU Collective Agreement. For any questions, please contact your HR Business Partner.</p> <p><input type="checkbox"/> Policy HR14 Employment/Students</p> <p><input type="checkbox"/> Letter of Understanding 2, Student Assistants</p>
	<p>Offer the position to the successful student, ensuring the working conditions reflect Policy HR14 and Letter of Understanding 2 requirements.</p> <p><input type="checkbox"/> Complete Employment Contract and ensure it is signed by the Student Assistant.</p> <p><input type="checkbox"/> Email the completed contract to HRContracts@kpu.ca for processing.</p>

Provide Orientation to Student Assistant

	Review job description
	Review timesheet submission process and dates
	<p>Ensure understanding of scheduling and maximum hours of work</p> <p><i>*especially important if the Student Assistant is working in more than one department or Faculty</i></p>
	Employment Standards Act
	Advise that name tag must be worn during all shifts
	<p>Download the KPU Safe app to stay up-to-date in the event of a safety or security issue.</p> <p>Review any workplace safety protocols that are currently in place on campus.</p>
	Complete KPU mandatory training

Frequently Asked Questions

1. How many hours are Student Assistants allowed to work?

Per the HR14 policy and BCGEU LOU#2, Student Assistants are only permitted to work 7 hours a day and a maximum of 15 hours per week.

Student Assistants also fall under the BC Employment Standards Act, which outlines an [exemption for daily minimum hours for students](#) enrolled and employed by a university. This exemption means that Student Assistants can be scheduled for shifts that are *less* than 2 hours in length. Shifts should be scheduled in 0.25 intervals for ease of processing payroll.

2. What happens if a Student Assistant works beyond 7 hours a day or 15 hours a week?

Students are not permitted to work greater than 7 hours a day or 15 hours a week in any circumstances. Please be mindful of scheduling if the Student Assistant is working in multiple departments/faculties to ensure hours do not exceed the allowable amounts.

3. What is the process to create a Student Assistant Job Description?

Download the Student Assistant [job description template](#). Draft the job description and send to your HR Business Partner who will seek approval of the job description from BCGEU.

4. I already have an approved Student Assistant job description, am I able to revise it?

Revisions to already approved job descriptions should still be sent to your HR Business Partner to seek union agreement.

5. How can I hire a Student Assistant?

Seek approval from your applicable department or Faculty leader to ensure sufficient budget is available. Follow the Student Assistant [New Hire Process Checklist](#).

Hiring a Student Assistant is completed outside of Taleo and therefore a requisition does not need to be completed.

6. Do I post for a Student Assistant job in Taleo?

No, Taleo currently does not currently support recruitment for Student Assistants.

Please reach out to careers@kpu.ca and the Career Development Centre (CDC) team will direct hiring managers to create an account in Career Connection to post their position. The job posting will be reviewed and once approved, the posting will be live for students who are actively looking for work.

7. How will I receive applications?

In Career Connection, hiring managers can either receive applications by email or set to accumulate online. By setting to accumulate online, the hiring manager can login to their Career Connection account and review applications through the platform. For any issues or questions on how to receive applications, please contact careers@kpu.ca.

8. What is the interview process when recruiting for a Student Assistant?

Best practice is to conduct phone screens for any applicants that appear to meet the required job qualifications. This will help to narrow down the candidate pool to determine which applicants to select for interview. Conduct interviews and for the final candidate, references and applicable background checks can be completed using Triton.

9. How much are Student Assistants paid?

Student Assistants will be hired and paid in accordance with Policy HR14 and will be covered by all provisions of the Employment Standards Act.

Rate of pay is the current B.C. minimum wage rate, plus 4% vacation pay. This is subject to change in accordance with Policy HR14.

10. Are Student Assistants entitled to statutory holiday pay?

Student Assistants are entitled to statutory holiday pay if they meet the [qualifications per the BC Employment Standards Act](#): (1) have been employed for 30 calendar days, AND (2) have worked or earned wages on 15 of the 30 days before a statutory holiday.

If a Student Assistant does not qualify for statutory holiday pay, they are paid regular pay for working on a statutory holiday.

11. Do Student Assistants need to complete the KPU Mandatory Training modules?

Yes. Within the first month of the Student Assistant's contract, they will receive an email from HR outlining the required training that must be completed.

12. If a student is not currently taking courses, can they be hired as a Student Assistant?

Priority should be given to KPU students presently attending full time (9 credits or more). Or, if applying for a summer position and are not currently taking courses, they can be hired as long as they were enrolled full time (9 credits or more) in the prior semester.

Once they have completed their studies or are no longer an active KPU student, and therefore no longer eligible to be hired or continue working as a Student Assistant.

13. Do Student Assistants earn seniority hours and can they apply for internal job opportunities?

No, Student Assistants do not earn seniority hours. Student Assistants will have access to *view* job opportunities through the Internal KPU Career Centre, however they are not able to apply for opportunities and be considered an internal candidate. Student Assistants can apply for opportunities through the [External Career Centre](#).

14. Can Student Assistants also work under a Casual Service Contract at the same time?

Student Assistants should not be working over the maximum hours outlined in HR14 and BCGEU LOU#2. However, in some circumstances it may be allowable for a student to be employed simultaneously under a separate Casual Service Contract. Please work with your HR Business Partner to determine if this is appropriate.