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Approval Body	PEC
Policy Officer	Director HR
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8.2.2 STUDENT EMPLOYMENT GUIDELINES

ENABLING POLICY

8.2 Employment of Students

GUIDELINES

1. MINIMUM AND MAXIMUM HOURS

Student workers are exempt from the Minimum Hours Requirements of Section 34 of the *Employment Standards Act Regulations*. Students are restricted to shifts not exceeding the Employment Standards maximum of eight hours in one day. No student may work overtime or be paid overtime rates without prior authorization from the Vice-President Finance and Administration.

2. INTERNATIONAL STUDENTS

Under the terms of *Immigration Canada Regulations*, full time students registered in a degree-granting course are allowed to work on the campus of the institution at which they are registered without the need for an employment authorization. This exemption applies to students engaged in full-time studies at the University.

Students registered in part-time courses do not qualify. Such students will require an Employment Authorization and permission from Human Resources Development Canada to engage in employment.

Details and further information is available from Human Resources and Admissions.

3. WAGE RATES AND CLASSIFICATIONS (ESTABLISHED, 1 OCTOBER 2004)

Wage rates are standardized in order to provide equitable payment.

In all cases, including where grants have been received from any source, rates for student shall comply with these designations and shall not exceed the designated rates of pay for the classifications.

(a) STUDENT MONITORS (CONSULT WITH HR FOR CURRENT RATES)

Level One

For routine tasks that demand little more than a presence to either monitor or watch over an area, e.g.:

- gallery or studio monitoring
- posting signs and notices; photocopying; stuffing envelopes; distributing written material

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- clean up
 - room set-up, arranging furniture and equipment, emptying lockers

Level Two

For routine tasks that require continuous or repetitive activity for a specialized area, e.g.:

- moving furniture or equipment
- painting walls and lockers

Level Three

For routine tasks of a more complex nature or where a cumulative knowledge has been acquired on the job and is required for a specialized area, e.g.:

- routine departmental assistance – varied duties requiring technical knowledge
- heavy work; work requiring personal protection equipment
- grad show, e.g. supervised wall assembly, helping hang work
- inventory
- library shelving and shelf reading
- library slide processing

(b) TEACHING OR RESEARCH ASSISTANTS (CONSULT WITH HR FOR CURRENT RATES)

Teaching and Research Assistants will provide support for faculty in various aspects of course development, classroom delivery or in service centres such as the Writing Centre where knowledge or technical skill is required to perform the job.

The rates of pay will vary according to the nature of the duties and qualifications required as determined by the supervising Faculty member as set out below.

Level One

For assisting Faculty with research or course preparation where some knowledge of the subject is required:

- Routine correspondence (i.e. writing letters seeking copyright permission for online courses)
- Basic library research
- Compilation of bibliographies
- Organization of course materials

Level Two

Marking; assisting in the assessment of student assignments

- Research
- Small group or individual consultations with students
- Assisting faculty with course preparation
- Performing *non-instructional, non-bargaining-unit* tasks requiring knowledge of complex equipment or tools, such as computer software, e.g. processing print orders in the DOC; assisting other students with software and projects in computer labs, with or without faculty present
- Other duties assigned by faculty to assist with the delivery of course materials.