



Policy Number	8.2.1
Approval Body	Executive Committee
Policy Officer	Director Human Resources
Approval Date	September 2000

8.2.1 STUDENT EMPLOYMENT PROCEDURES

ENABLING POLICY

8.2 Employment of Students

PROCEDURES

1. Students will generally not work more than an average of 15 hours per week, or 60 hours in any one month while classes are in session.
2. Prior to requesting authorization to hire a student monitor, the supervisor of the position will prepare a list of the duties to be performed. A copy will be provided to Human Resources to ensure guidelines are followed.
3. A student working in a job or at a level that is covered by the CUPE Local 15 certification and/or collective agreement will be included in the bargaining unit. Supervisors will consult with Human Resources when in doubt as to the placement of student workers.
4. When performing tasks that are also performed by members of the CUPE Local 15 union, students will be restricted to simple and/or repetitive aspects of a job. Such tasks will amount to no more than 15 or 20% of a bargaining unit job that can be learned in half an hour or less.
5. Under no circumstances will students be given responsibility for the safety of students or facilities.
6. Supervisors will provide adequate and appropriate supervision to ensure that the policy, procedures and guidelines are followed.
7. Guidelines include legal information (*Employment Standards Act* information), wage information and other information that is updated as required by law or as approved by the Executive Committee.