



ON-CAMPUS STUDENT HIRING PROCEDURE

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PROCEDURE STATEMENT:

This procedure will maintain consistent and equitable hiring practices for all paid positions, to maximize opportunities for full-time Conestoga College students to gain valuable work experience, and for the College to benefit from their workplace contributions.

DEFINITIONS:

Co-operative education work term

Students must be enrolled in a Conestoga co-op program and be eligible to participate in a work term.

Part-time position

Full-time students can be hired any time during the calendar year for temporary part-time positions up to 24 hours per week.

Full-time position (spring/summer only if non-co-op)

During the spring and summer, students can be hired for temporary full-time positions up to 35 hours per week as Appendix G contracts. To be eligible, students must be registered as full-time students and be returning to their program in the fall.

Work Study Program

The Conestoga College Work Study Program (CCWSP) is funded through the Tuition Set Aside (Domestic and International). Domestic students must be in financial need to qualify for this program. CCWSP funding can cover work study within academic terms, and covers 100% of the approved wages and benefits. To be eligible, students must be registered full-time for the semester.

RESPONSIBILITIES:

Human Resources Department

- Approve all student positions
- Assign an appropriate wage or pay band
- Provide direction to the hiring manager to post the job on MyCareer
- Review the contract entered into the employee portal

Co-operative Education Department

Co-op Jobs

- Provide advice to the hiring manager on the job posting and appropriate co-op program(s)
- Ensure co-op position has been approved by HR
- Facilitate the recruitment process using MyCareer
- Monitor and evaluate the student on their work term
- Provide support to the hiring manager as needed

Other Jobs

- Provide support to post job on MyCareer
- Generate student hiring-on-campus reports, as required

Student Financial Services

- Send call for proposals (Work Study Position Proposal Form)
- Review and assess each proposal through the Work Study Committee
- Notify hiring manager of decision
- Review and validate student employment contract
- Ensure position was approved
- Confirm rate of pay
- Verify that hours and wages do not exceed the maximum semester entitlement
- Process department reimbursements for eligible costs at the end of each cycle

Career Services

- Submit forms to HR to confirm position rate of pay
- Post approved positions, including co-op positions, on MyCareer and the Job Board near the International office (co-op positions should only be posted on MyCareer)
NOTE: The following statement will be added to every job posting:
Conestoga College values diversity and is an equal opportunity employer.
We offer an inclusive work environment and encourage applications from all qualified individuals. Conestoga College provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact the hiring manager.
- Review applications for eligibility
- Send applications to the hiring manager
- Support creation of student employment contract in keeping with the maximum semester entitlement

Conestoga Hiring Manager

- For CCWS positions, submit a proposal according to the CCWS handbook
- For other positions, identify budget
- Develop a job description (if new position) and posting for approval and rating
- Post the position on MyCareer
- Review applications and select candidates to interview
- Conduct standardized interviews
- Complete reference check or checks for final candidates
- Finalize the selection, extend an offer and confirm start date and wages

- Generate the student employment contract
- For co-op work terms, notify the Co-operative Education department, complete the work term agreement and a work term evaluation
- For CCWS positions, send Student Financial Services required spreadsheet at end of cycle

PROCEDURE

1. Reference the On-Campus Student Hiring Table (Appendix A) to determine what type of student can fill the position.
2. Ensure eligibility criteria is met if applicable:
 - Co-operative education work term position – see Co-op Policy
 - Work Study position – see Work Study Program Employer Handbook
 - Full-time summer employment (Appendix G positions) require that students are enrolled in full-time programs, are on their summer break period, and are returning in the Fall (i.e. have not graduated from their program).
3. Ensure positions:
 - are designed to accommodate the academic schedule of the student;
 - consist of duties that might not otherwise be performed, and do not replace or subsidize existing positions;
 - do not conflict with or contravene any existing Collective Agreements;
 - support the College’s Strategic Plan.

APPENDICES:

Appendix A: On-Campus Student Hiring Table

REFERENCES:

On-Campus Student Hiring Policy

Co-operative Education Policy

Conestoga College Work Study Program Employer Handbook

REVISION LOG:

Revision Date	Summary of Changes
1/26/2017	Policy and Procedure Committee
5/17/2017	Academic Forum
6/9/2017	Academic Coordinating Committee
2/20/2019	Revisions to reflect CCWSP inclusion of Domestic and International Students
3/4/2019	Academic Forum
3/20/2019	Academic Coordinating Committee

APPENDIX A: ON-CAMPUS STUDENT HIRING TABLE

I want to hire a student as a:	Co-op Student	Student Part-time Position	Full-time Summer Student (Appendix G)
Eligible hours of work:	Typically 25-35 hours per week	Up to 24 hours per week Lesser maximums may be recommended or required	25-35 hours per week
Funding available:	Departmental Budget CCWSP (requires submission/approval)	Departmental Budget CCWSP (requires submission/approval)	Departmental Budget CCWSP (requires submission/approval)
Job Descriptions	Job description must match some or all of the work term capabilities as listed on Conestoga's website and be approved by HR and Co-operative Education	Must be approved by Career Services and Human Resources	Must be approved by Human Resources
When can position commence / exist?	Three work terms per year: Fall: September to December Winter: January to April Spring/Summer: May to August	Any time during the year CCWSP funded positions will have associated timelines.	Commencing not earlier than Mid-April (after exams) Ending not later than the Friday preceding Labour Day
Does the position have to be directly related to the student's field of study?	Yes	No	No
Posting Required	Yes – post on MyCareer	Yes – post on MyCareer	Yes – post on MyCareer
Am I required to conduct interviews?	Yes	Yes	Yes
Restrictions/Requirements	A student cannot be hired to replace a regular full-time employee A student cannot be hired as a part-time instructor		