



<b>Subject</b>	<b>STUDENT EMPLOYEES</b> (formerly titled "10.17 Hiring Students")
<b>Procedure Section</b>	<b>2 Recruitment and Selection</b>
<b>No.</b>	2.09
<b>Exempt Employment Policy References</b>	
<b>Collective Agreement References</b>	Support Letter of Understanding #1 Student Employees
<b>Forms &amp; Other Reference Material</b>	MyOkanagan > Employee > Forms > Staffing > <u>Non-Regular Support Staff (STUDENT) - Staffing Form</u>  Forms for students to fill out related to student employment: <a href="http://www.okanagan.bc.ca/Current_Students/students/coop/Job_Postings/OC_Job_Forms.html">http://www.okanagan.bc.ca/Current_Students/students/coop/Job_Postings/OC_Job_Forms.html</a>
<b>Status of Approval</b>	Approved 29-May-2013 Chris Rawson

**PREAMBLE:**

Students may be hired in a number of different capacities in accordance with the Collective Agreement between the College and BCGEU Support Staff. This procedure covers students employed under special programs (e.g. Student Employment Program) and student aides who are employed to perform work not normally covered by an existing classification within the Support Staff bargaining unit and who are employed in accordance with Letter of Understanding #1.

**PROCEDURE:**

1. Human Resources will review all requests for student staffing to determine if a student job description exists.
2. If a job position does not exist, the supervisor will submit a draft job description to Human Resources for classification.
3. Human Resources will determine if the duties fall within the scope of the student classification under Letter of Understanding #1 (LOU #1).
4. The supervisor will be contacted once the job description is approved. Human Resources will forward a copy of the approved job description to the BCGEU Support Staff, Chairperson.
5. Once a student position description is approved, the supervisor will arrange through their department to post the position on the Student Employment website, or on the IT Services website (for IT service monitor positions).
6. Recruitment and selection is the responsibility of the supervisor, subject to the requirements noted herein.
7. No requirement exists for a formal selection committee.

8. The successful candidate must be legally entitled to work in Canada.
9. The successful candidate may not be a family member or relative of the supervisor, as defined in the Code of Ethical Practices.
10. Human Resources must be contacted by the supervisor prior to offering a position to an individual who is not a Canadian citizen or a permanent resident of Canada so that HR can confirm whether the individual is legally entitled to work in Canada. This also applies in the case of an extension to an existing International student staffing form.
11. Once a successful candidate has been identified, the supervisor will complete the "Staffing" form, have it signed by the Dean/Director and forward it to Human Resources along with the required documentation detailed on the website:  
[http://www.okanagan.bc.ca/Current\\_Students/students/coop/Job\\_Postings/OC\\_Job\\_Forms.html](http://www.okanagan.bc.ca/Current_Students/students/coop/Job_Postings/OC_Job_Forms.html)
12. Human Resources will process the Student Staffing Form and forward a completed copy of the staffing form to the student for their reference. Copies will also be forwarded to the supervisor, as well as to BCGEU.
13. Students hired under special programs and student aides are paid and receive the appropriate benefits in accordance with LOU #1. Hours of work for students employed under special programs are in accordance with the program guidelines but in any event will not exceed 70 hours biweekly. Hours for student aides will not exceed 70 hours biweekly.
14. The supervisor is responsible for the timely completion and submission of timesheets before each payroll cut-off date.