

University of Prince Edward Island Policy	Policy No. admhrdrs_0002	Revision No. 1
Policy Title Student Hiring and Employment		Page 1 of 4
Creation Date 1993	Version Date March 23, 2007	
Authority Board of Governors	Review Date March 23, 2012	
Responsibility Human Resources		Access W

1 Purpose

- 1.1 The University of Prince Edward Island believes in and encourages employment opportunities for students.
 - 1.1.1 To enable the University to have certain tasks performed through the employment of students.
 - 1.1.2 To contribute to the student’s experience at the University.
 - 1.1.3 To provide opportunities for students to obtain remunerative employment and experience within the University community.

- 1.2 Accordingly, the University has established a process of recruitment and selection of student employees which is consistent and objective in its application, and perceived to be so. It has also established standard rates of pay that reflect the relative value of their skills.

2 Scope

- 2.1 This policy applies to the recruitment, selection and hiring of all persons to fill positions generally reserved for student employment both during the regular academic year, and during spring and summer periods. This includes students hired under individual research grant programs.
- 2.2 This policy does not apply to graduate and post-graduate stipends, assistantships or fellowships, research associates, or student internship, co-op, or on-th-job placements.

3 Responsibility

- 3.1 The recruitment of student employees shall be the responsibility of the Departmental Authority, or designate through the services of the Human Resources Department.

4 Policy

4.1 Definitions

- 4.1.1 “Student” means a person who is enrolled on a full-time or part-time basis in a post-secondary institution and taking courses for credit.
- 4.1.2 “Full-time” means enrolled in three or more academic credit courses in any one semester.
- 4.1.3 “Part-time” students are those persons enrolled in less than three academic credit courses in any one semester.
- 4.1.4 Individuals taking part in non-credit courses, or auditing courses, are, by definition, not considered to be “students” and therefore are not eligible to be employed in student positions.
- 4.1.5 “Department Authority” means the Head of the Department or their designate. In the case of a student researcher under an individual’s grant, the Faculty/principal researcher would be considered as the Department Authority.

4.2 Priorities in Student Employment

4.2.1 When filling student positions, selection is to be made in the following order from among qualified applicants.

4.2.1.1 Full-time University of Prince Edward Island students. If employment is during the spring and summer period (i.e., May through August), the student must have been a full-time student the previous semester.

4.2.1.2 Part-time students currently enrolled at the University of Prince Edward Island.

4.2.1.3 Students currently enrolled full-time or part-time at other universities but normally residents in Prince Edward Island during the work period.

4.2.1.4 Students currently enrolled at other Prince Edward Island educational institutions.

4.2.1.5 When all other reasonable potential student resources have been exhausted, persons, who are not students.

4.3 Employment of International Students

4.3.1 The University shall endeavour to assist international students in adjusting to and feeling comfortable within the University environment by encouraging them to compete for student jobs within the University and the community, in accordance with Human Resources Development Canada and Immigration Canada regulations.

4.3.2 When necessary, the Human Resources Department shall contact Human Resources Development Canada and Immigration Canada to confirm the eligibility of an international student to work at the University.

4.4 Union Jurisdiction

4.4.1 Students are not to be employed to perform tasks which are regarded as being within the normal function of permanent University employees as established by past practices. Any issue arising out of union jurisdiction should be referred to the Human Resources Department.

4.5 Conflict of Interest

4.5.1 Conflict of Interest means the existence of a situation whereby a person might benefit or cause gain or advantage for them or someone with whom they have a personal or business relationship.

4.5.2 It is the policy of the University that there should be no general prohibition on the grounds of family relationship against persons being employed within the University or in the same department. However, situations are to be avoided which could potentially lead to conflict of interest. This would include having direct supervisory responsibility for, or taking part in proceedings affecting the hiring, promotion, salary or leave of the spouse or relative; or situations which could give rise to risk in sound internal financial control and accounting practices.

4.6 Hiring Procedure

- 4.6.1 When a vacancy occurs, or is created, the Department Authority shall inform the Human Resources Department of the number of students required, the duties of the positions, the qualifications required, hours of work and rates of pay and such other information as may be relevant.
- 4.6.2 The Human Resources Department shall prepare the job advertisement, arrange for its posting on the job board and on the UPEI Internet web site, receive the applications and forward the applications to the Department Authority.
- 4.6.3 Normally, student positions will be posted throughout the campus. However, some positions requiring very specific skills or knowledge may be restricted and posted only to students within a certain department or faculty. Examples of these are : markers, laboratory assistants, tutors, research assistants, etc.
- 4.6.4 All applications, including applications made directly to the department/unit should be forwarded to the Human Resources Department for inclusion in the selection process.
- 4.6.5 The Department Authority, shall review and assess the applicants based on the criteria advertised, interview and select the successful student(s). The Human Resources Department will confirm the student status of the applicants and otherwise assist the departments/units as required.
- 4.6.6 The Department Authority shall forward to the Human Resources Department the name(s) and applications of the successful candidate(s), the applications of the unsuccessful candidates, a Payroll Transaction Form for each student hired and a TD-1 form, Vacation Pay Form, and Bank Account Form completed and signed by each student hired.
- 4.6.7 The Human Resources Department will post the names of those hired on the UPEI Internet web site.
- 4.6.8 A department/unit may recommend the appointment of a specific student in writing, with rationale to the Director of Human Resources if:

4.7 Exceptions

- 4.7.1 The request is to rehire/extend a student under Section 4.8, below, or
- 4.7.2 The student is directly involved in the research project as part of their academic program, or
- 4.7.3 The employment is of an urgent or immediate one time duration of less than 35 hours total, and
- 4.7.4 There are no other potentially suitable candidates or that the selection is not unreasonable disadvantageous to other potential candidates, or
- 4.7.5 Student markers,
- 4.7.6 Other compelling reason.
- 4.7.7 The Director of Human Resources will review the request and render a decision to proceed or to advertise and appoint thoroughly the standard process.

4.8 Rehiring

- 4.8.1 Students who have been hired through the standard posting process may be automatically rehired or extended for subsequent term(s) provided:
 - 4.8.1.1 They continue to be qualified as a student,
 - 4.8.1.2 They would still be hired within the order of priority outlined in Section 4.2, above,
 - 4.8.1.3 The department/unit provides written recommendations and proof of satisfactory work performance,
 - 4.8.1.4 The student is being rehired for the same position at the same current rate of pay,
 - 4.8.1.5 The break in service has not be more than 12 months.

4.9 Hours of Work

- 4.9.1 Employment of any one student should be limited to (a) working period(s) which would not unduly interfere with the student's academic responsibilities.

4.10 Rates of Pay

- 4.10.1 Salary adjustments shall be recommended as appropriate by the Director, Human Resources and approved by the Vice-President, Finance and Facilities.
 - 4.10.1.1 The rate of pay includes vacation pay. All automatic pay and time sheets are to be submitted through the Human Resources Department. The levels of education refer to the level required to perform the duties, not necessarily to the education level of any individual student performing the work.
 - 4.10.1.2 Some student positions are paid a flat rate upon completion of the task/semester. The amount paid shall be based upon an estimated number of hours at the equivalent appropriate rate for similar skills/duties, for the purposes of issuing Records of Employment and reporting Employment Insurance earnings.
 - 4.10.1.3 Residents Assistants shall receive single room accommodation for the price of double room accommodation within his or her particular residence.

5 Review

- 5.1 This policy will be reviewed at least once every five years by the Director, Human Resources, who will submit recommendations through the President to the Board of Governors.

Revised April, 2007 (SMG)