1. PolicyStatement

   The University strives to foster a culture of student learning and development. On-campus employment opportunities for students are considered a component of the university's core mission of learning that engages the whole person. On-campus employment opportunities often offer students a unique experience to apply and reinforce learning that has taken place in the classroom and bring them to another context.

   The purpose of this policy is to assist faculty, staff and students in the implementation of the obligations that St. Thomas University must meet as an employer. This policy aims to establish, to the greatest extent possible, consistency in the hiring, evaluation and completion of student employment on campus. The University is committed to providing on-campus employment opportunities to students. Students are employed in diverse contexts on campus for diverse purposes. The employment opportunities for students attending St. Thomas University meet one or more of the following four key objectives:

   a) They provide a unique learning and development opportunity for students;
   b) They allow students to gain valuable experience that can be useful in future graduate studies and/or in securing employment post-graduation;
   c) They provide financial assistance to our students;
   d) They provide assistance to university community members the completion of important work.

2. Scope

   This policy applies to all opportunities for full-time and part-time students on campus, including part-time and full-time summer, academic year, internally and externally funded employment.

3. Equal Opportunity Statement

   The University acknowledges the reality of employment barriers and actively works to eliminate bias and discrimination in the hiring process and during employment. The University also recognizes the principles of pay

b) St. Thomas University academic and non-academic department budgets
c) JOBS Program funding
d) Internal Grants (e.g., Dr. Rosemary Clews Research Internship, ORS Research Assistantship Grants, STUworks)
e) External Grants (e.g., SEED, Canada Summer Jobs, NBHRF Summer Studentship)

5. Administering Funding

   a) Supervisors should hire St. Thomas University students before considering students from other institutions.
   b) Additional criteria from internal or external funders may apply to the compensation, recruitment and selection, performance evaluation and end of employment of students that exist over and above this document.

6. Hours of Work (all student hires)

   a) September

c) Recruitment and Selection Process:
   i. Student applications are submitted directly on Learning in Action and are sent to the supervisor.
   ii. The supervisor establishes a minimum of two people as part of the hiring panel. Panels are encouraged to have diverse members of different backgrounds and perspectives.
   iii. The supervisor chooses applicants for the interview process
   iv. Interviews are structured using the same basic questions for each candidate and have clear evaluation guidelines through use of a rubric.
   v. Interview questions are directly related to the position, avoiding topics that could lead to discrimination such as age, race, religion, sexual orientation, marital or parental status, and disabilities. (Contact STU Human Resources Department for further guidance)
   vi. Interviews are conducted in a location that is accessible from a variety of perspectives, taking into consideration parking, washrooms, room acoustics, possible distractions, elevator availability, etc. (Consult STU Accessibility Office for further guidance)
   vii. The supervisor offers the position to successful applicant(s) and notifies unsuccessful applicants that they were not selected for a position at this time. (Encourage unsuccessful applicants to reach out to Career Development Advisor for further job search assistance)

d) Student concerns about the hiring process should be brought to the Career Development Advisor.

e) Payroll
   i. All students must have a valid Social Insurance Number (SIN)
   ii. The supervisor and student must complete the Payroll Information Sheet and other relevant documentation to be set up on payroll before the student can begin work.
   iii. According to the prescribed schedule, timesheets must be submitted biweekly to the Payroll Officer These must be submitted according to the timesheet schedule.
      i. Funding grants for employment may require proof that payments were issued on a bi-weekly basis to the hired student employee.

9. Supervision and Performance

   a) Onboarding
      i. The supervisor provides orientation to the student on the position and work environment.
      ii. The supervisor shares job description, responsibilities, and expectations with student.
      iii. i The supervisor must ask if the student requires accommodations to work and ensures thei.

a) Assigned tasks, workload, hours of work, and other routine issues pertaining to employment:
    i.

a) The supervisor may rehire the student who previously filled the position if termination was due to layoff.
b) The supervisor reposts position to Learning in Action in order to find a replacement can cancel the posting if they no longer wish to fill the position.
c) If the position is through a on-campus employment program (e.g., JOBS, STUworks, Canada Summer Jobs) the supervisor notifies the Career Development Advisor that they are rehiring for the position.

13. End of Contract

a) The supervisor provides the date of the last day of work the Payroll Officer.
b) The supervisor provides summative feedback to the student.
c) The supervisor facilitates the return of keys and university property as required.

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Appendix A

Pay Rate Rubric Classification

Qualifications	Level 1 Description	Level 2 Description	Level 3 Description	Level 4 Description	Level 5 Description

Appendix B

<u>Hiring a Graduate Student from Another Institution</u>

If a faculty member chooses to hire a graduate student from another institution, it is recommended that the pay rate be

example, The Univ
the minimum pay for Masters students (as April 2021) is $26.05 per hour and for PhD students is $27.20 per hour.

Appendix C

JOBS Program Application Adjudication Grid

Criteria	3 points	2 points	1 point	0 points	Notes
Student work tasks and work outcomes	Multiple meaningful, specific, feasible and observable outputs that the student can complete by the end of the grant.	Some variety of specific and measurable work tasks and outputs from students.	Student outputs are vague, unclear or menial and repetitive.	No specific tasks and/or unrealistic expectations of student workload. Work tasks are in appropriate or unrealistic for students. Lack of differentiation between the role of the tasks.	
Student learning outcomes	Observable, measurable and feasible. Directly tied to grad school or labour market Identify specific skills that the student will practice.	Relationship to graduate school and/or the labour market is generally evident.	Outcomes present, but how those outcomes will be achieved is unclear or unrealistic and/or relationship to graduate school or the labour market is unclear.	Outcomes are vague and generic.	
Work hours and work plan	Student work hours are broken down into realistic project milestones. [i.e. Two 36 = 72				