

Student Employment Policy



1. POLICY

- The **[General Manager]** from time to time in his or her discretion on a short-term contract basis, may hire students to fill in for vacationing employees or other short-term needs.

2. PURPOSE

- The value of hiring students provides leadership in the community by creating training and development opportunities for students to gain real-life work experiences in the workplace environment while at the same time addressing XYZ Co seasonal human resource requirements.

3. SCOPE

- This policy applies to all student or seasonal student employees.

4. RESPONSIBILITY

• STUDENTS

Students have the following responsibilities:

- to submit student applications by the deadline posted on XYZ Co's website by [Feb 1] of each year in which students are to be hired in accordance with the human resources needs identified by XYZ Co.
- for completing any required training, including health safety and WHMIS training if they are offered and accept employment with XYZ Co, to the satisfaction of their supervisors, prior to commencing work.
- to read XYZ Co. policies and procedures and become familiar with expectations of XYZ Co. in all respect to conduct and behavior, confidentiality of information and safety.

• SUPERVISORS

Supervisors have the following responsibilities:

- to determine with the **[Human Resources Department]** the scope of responsibility or job description of the student and to ensure proper training, instruction and supervision is provided to students under the control of the supervisor;
- to participate, as required, in evaluation of the student and feedback procedure.
- 03 **[Human Resources]**

The responsibilities of the **[Human Resources Departments]** are as follows:

- By **[Feb 1]** each year, to determine the student staffing needs and for posting student job information on XYZ Co's website;
- In conjunction with a supervisor, determine the job placement of students; and
- to monitor the termination dates of student contracts, including, at the conclusion of student contracts, provide the students with the required paperwork.

5. DEFINITIONS

None.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Employment Standards Act and Regulations (British Columbia)

Human Rights Code (British Columbia) Workers Compensation Act (British Columbia) SPP HR 2.02.BC – Recruitment and Selection

SPP HR 2.08.BC – Confidentiality and Inventions SPP HR 5.07.BC – Personal Information Protection

7. PROCEDURE

- On a temporary basis, students maybe hired only for periods not exceeding [eighty – nine 89 / days]
- The **[General Manager]** shall determine by **[Feb 1]** of each year the number and type of student positions available for the current season.

In addition, the **[General Manager]** shall ensure that job descriptions are drafted and requisite job listing are prepared and comply with the requirements of the Human Rights Code.

- Student job listing shall be posted on **[XYZ Co's]** website by **[March 1]** of each year. Student job postings, may be advertised by **[April 1]** of each year at job centers, educational institutions or other job sites, online or otherwise, if there have not been sufficient applicants to successfully fill all the temporary positions.
- **[Human Resources]** shall complete the interviewing and recruitment process and shall offer student positions to successful candidates by presenting students with a written job offer consistent with the provisions of SPP HR 2.02.BC – Recruitment and Selection.
- a written job offers presented to student employees shall specify basic terms and conditions but not limited to the following:

- pay rates;
- Pay packages;
- Days and hours of work;
- Over time sales;
- Length of contract;
- Confidentiality of information expectations.

A student who whishes to accept the job must so indicate by signing the job offer.

- Prior commencement of work, **[Human Resources]** shall provide students with an orientation of XYZ Co's policy and procedures **[Human Resources]** shall also ensure that all forms have been completed and submitted by the student employees.
- Supervisors shall be responsible for providing job – specific orientation, training and health and safety instructions, including WHMIS, to the student employees.
- Supervisors shall either provide student employees with the required personal protective equipment, or ensure that the employee is properly outfitted with his or her own personal protective equipment in situations where personal protective equipment is required.

Supervisors shall review with the students the requirement to wear personal protective equipment, the proper use of this equipment and shall monitor the student's compliance with this requirement.

- **[Human Resources]** shall provide students with their records of employment within the time required by law at the end of the temporary employment period.

8. ATTACHMENTS

None.