

**STUDENT EMPLOYMENT
 POLICY & GUIDELINES**

Section	Recruitment, Orientation & Postings	Policy No	5.03
Employees Covered	Student Employees	Effective	April 2016
Subject	Student Employment	Authorized	Signed by G. MacInnis

Policy

Cape Breton University provides employment opportunities for students who have been admitted to or are registered at a post-secondary institution.

Continuing students will be considered “students” up to the last day to register for classes in either the fall or winter term. Students who have graduated will cease to be a student at convocation unless they are registering for further study.

Guidelines for Hiring Students

The University strives to be an equal opportunities employer and all student hires must comply with this standard.

Canada Revenue Agency (CRA) requires that all employees receiving pay have a Social Insurance Number (SIN). Faculty/managers intending to hire international students are advised to contact the Payroll Office for advice well in advance of the anticipated start date on how the employee may obtain a SIN.

University employees are not permitted to hire students who are their immediate family members. No preference will be given to dependents of other employees. It is important that all job opportunities are viewed as open and fair. No employee involved in the hiring process may exercise his/her influence in the interest of any particular student and are reminded that all proceedings must be free of bias, and visibly so. For more information on “Conflict of Interest” refer to section 14 of the Recruiting/Hiring Policy and Procedures.

Hours of work and employment rights for students will be in keeping with the *Nova Scotia Labour Standards Code*. Student employees hired under any form of grant must be employed consistent with the terms of the funding agency.

The Human Resources Department may audit student hires to ensure the selection process has been transparent, open, and based on bona fide job requirements and meets the University’s commitment to equal and fair employment opportunities.

Rates of Pay

There are three categories of student rates of pay:

1. Students who are hired in a position that specifically, as part of the job requirements, calls for the student to be registered in courses or in a program that relates to the job to be done.

Examples: Research Assistants, Teaching Assistants, Student Markers, Tutors

Such students will be paid according to the following scale:

Credits Completed	Base Rate	Educational Increment
≤ 30 (1 st year)	Min Wage	+ \$ 2.00 /hr
≤ 60 (2 nd year)	Min Wage	+ \$ 2.50 /hr
≤ 90 (3 rd year)	Min Wage	+ \$ 3.00 /hr
≤ 120 (4 th year)	Min Wage	+ \$ 3.50 /hr
*Advanced Student	Min Wage	+ \$ 6.00 /hr
**Masters Student	Min Wage	+ \$ 7.00 /hr
**Ph.D. Student	Min Wage	+ \$ 8.00 /hr

- * Advanced student – students with a completed undergraduate degree. For example, a Tutor with a B.Ed.
- ** Graduate student – students are enrolled in a relevant graduate degree at the masters or doctoral level.

The Payroll Manager will provide notice when there is a change in minimum wage.

2. Students hired under a grant or project that specifies the wage rate will be paid according to the requirements of the grant.
3. Students who are hired in a position that does not require the student to be registered in courses or in a program that relates to the job to be done.

Examples: Game Day Staff, Shelving Books in Library, Summer Conference Staff, Summer Maintenance Workers

Such students will be paid minimum wage.

Any questions related to determining the appropriate category for payment should be referred to the Human Resources Office.

Implementation Date	April 2016
Revised	
Next Review	2018