

STUDENT ASSISTANTS POLICY

NSCAD UNIVERSITY

POLICY No.:	018
SCOPE:	All Members of the NSCAD University Community
APPROVAL:	Board of Governors
ORIGINAL EFFECTIVE DATE:	September 25, 2008
LAST UPDATED:	January 6, 2011
SCHEDULED REVISION DATE	January 2016
CONTACT:	Provost, Office of Academic Affairs

1. INTRODUCTION

The purpose of this policy is to ensure that all members of the NSCAD University Community respect standard procedures on the employment of student assistants.

2. SCOPE

This policy applies to all members of the NSCAD University Community and at every NSCAD location. The term “NSCAD University Community” will be defined to include the Board of Governors, administrators, faculty, students, staff (full-time, part-time, sessional and temporary employees); student employees

3. POLICY STATEMENT

NSCAD University recognizes the benefits of employing student assistants, but wishes to ensure that the employment of student assistants is under controlled circumstances and under consistent terms and conditions.

4. DEFINITIONS

The supervisor is the Division Chair, Faculty, Technical or Educational Resource personnel, or designated employee who is responsible for hiring and training a student assistant.

A “designated employee” is the individual responsible in agreed upon reporting lines for an area of the college at a particular time a student assistant is working.

“Student assistant” is a part-time or full-time student currently enrolled in a credit course, at NSCAD University who is paid to perform work limited in scope and responsibility, and who is not an employee of NSCAD University in any other capacity. During the Summer semester students may be hired who are not currently enrolled, but are expecting to be enrolled in the Fall Semester.

5. EXPECTATIONS

All members of the NSCAD University Community responsible for or involved in the hiring, training or supervision of student assistants are responsible for ensuring that all aspects of this Policy on Student Assistants are followed.

6. RESPONSIBILITY FOR POLICY

The employment of student assistants in accordance with the terms of this policy will be monitored by the Dean.

7. ENFORCEMENT

NSCAD University will take all reasonable and necessary precautions to ensure that all members of the NSCAD University Community meet the expectations of the policy.

7.1 Education

All new members of the NSCAD University Community are expected to review this policy. This policy will be available and accessible in its entirety on the NSCAD website.

7.2 Monitoring

Managers and **Supervisors** play a crucial role in implementing, monitoring, distributing and enforcing University policies.

8. RESPONSIBILITY FOR POLICY

The employment of student assistants in accordance with the terms of this policy will be monitored by the Dean.

9. HIRING OF STUDENT ASSISTANTS

9.1 Hiring Request Form. When the determination is made that a student assistant is required, a hiring request form shall be completed and submitted to the Dean or Provost for approval with a copy to the VP Finance. See form at the end of this document.

9.2 Notice of Positions Available (New Vacancies)

Any member of the NSCAD University Community authorized by the Dean and seeking to employ student assistants in a vacant position shall invite applications by placing written notices in the NOW Bulletin or in any other campus communication. Notices shall include the dates the employment is scheduled to begin, the date the employment is scheduled to end, the salary offered, the scope and nature of work, and the special qualifications required to perform the work. Supervisors are responsible for making decisions regarding the hiring of student assistants as well as for following NSCAD University policies on Employment Equity, Discrimination and Harassment and the Collective Agreements.

Please see the attached standard vacancy notice and Student Assistant employment contract.

9.3 No discrimination

Recruitment and hiring practices at NSCAD University will at all times be in accordance with the Nova Scotia *Human Rights Act*.

9.4 Terms and Conditions of Employment

Remuneration: Student assistants will normally be paid minimum wage for the work they perform. Remuneration for work requiring specialized skills and knowledge may be established at a higher rate as determined on a case by case basis with approval by the Dean.

Hours: Student assistants are normally entitled to work a maximum of 15 hours per week at NSCAD University. Requests to exceed this time limit may be made in writing to the Dean and will be granted in special circumstances.

9.5 Training

Supervisors are responsible for providing student assistants with the required training for them to be able to perform their assigned duties and responsibilities and with a copy of this policy. Supervisors are also responsible for keeping records documenting the successful completion of the training. Training will include:

- a) an orientation to the workplace,
- b) a health and safety training, which may include First Aid and WHMIS, where applicable
- c) a training by the Nova Scotia Alcohol and Gaming Authority for jobs which include serving alcohol, and
- d) . a review of this policy
- e) review of standard operating procedures for special equipment required in the scope of duties - see training record

9.6 Record Keeping Upon Hire

Supervisors are responsible for completing and providing the Dean with records for student assistants, including:

- a) copies of successful applications,
- b) curricula vitae of successful applicants,
- c) Signed copy of this agreement
- d) records documenting successful completion of training (See the Record of Student Assistant training at the end of this document)

Students should be directed to the payroll department to provide accurate contact information, banking and other necessary payroll information prior to working any shifts.

Records containing personal information (such as home addresses and telephone numbers) are to be used and maintained by the supervisor in accordance with current laws and policies concerning the protection of personal information.

10. ROLE AND RESPONSIBILITIES OF A STUDENT ASSISTANT

All student work and supervision shall be in accordance with the FUNSCAD Unit II Collective Agreement Article #3.

The responsibilities of a student assistant will not include:

- 10.1** Acting as official representatives or spokespersons of the University;
- 10.2** Having access to confidential information unless specifically authorized to do so by the appropriate Vice-President;
- 10.3** Supervising other University employees;

11. OCCUPATIONAL HEALTH AND SAFETY

11.1 Occupational Health and Safety: General

The Occupational Health and Safety Policy of NSCAD University applies to all student assistants. Student assistants are responsible for complying with all provisions of the Occupational Health and Safety Policy, and with all other regulations and policies of the University. As members of the NSCAD community, student assistants are responsible for reporting hazardous situations to a Supervisor, a Designated employee, the Director of Facilities Management, a member of the Health and Safety Committee, Security, or to a first responder.

The Supervisor is responsible for ensuring that the student assistant is familiar with the Occupational Health and Safety Policy of NSCAD, for providing them with any protective equipment and clothing required in the workplace, and for making MSDS information available. Written and easily-accessible Emergency Procedures are to be provided to all student assistants by their Supervisor. WHMIS training for all student assistants can be arranged free of charge through the Director of Human Resources. First Aid Training may be a requirement of employment for certain student assistants (as recommended by the Occupational Health and Safety Committee) and may be provided free of charge where necessary.

11.2 Occupational Health and Safety: Training

In all studios, labs and shops, the Supervisor is responsible for providing a Student Assistant with the information and training on the safe operating procedures (SOPs) for all equipment and processes that the student will be required to use. Supervisors are responsible for ensuring that student assistants are trained to use the particular equipment required in the scope of their duties.

11.3 Occupational Health and Safety: Risks

The responsibility to minimize risks is a shared one. Student Assistants may give their informed consent to performing work that requires some exposure to materials, processes, tools or equipment that could present health and safety risks. The exposure to risk must be reasonable and in accordance with the accepted standard of care. The Supervisor has a responsibility to disclose to the student, in writing, any potential risks.

Where necessary, appropriate training must be provided to the student and such training must be completed successfully prior to exposing the student to any potential risks. This training will have to be documented as outlined in the attached record of student assistant training.

12. RELATED RESOURCES AND LINKS

NSCAD University Occupational Health and Safety Policy
[http://www.nscad.ns.ca/site-nscad/media/nscad/healthpolicy\(1\).pdf](http://www.nscad.ns.ca/site-nscad/media/nscad/healthpolicy(1).pdf)
Collective Agreements (FUNSCAD Unit I, Unit II, NSGEU)
<http://www.nscad.ns.ca/home/abouttheuniversity/policiesdocumentation.aspx>
Nova Scotia Department of Labour and Environment
<http://www.gov.ns.ca/enla/>
Canadian Centre for Occupational Health and Safety
<http://www.ccohs.ca/>
Young Worker Resources
<http://www.gov.ns.ca/enla/healthandsafety/workers.asp>
Nova Scotia Safety Council, Youth Safety Portal
<http://youthsafetyportal.ca/about.php>
NSCAD Discrimination and Harassment Policy Link
<http://www.nscad.ns.ca/site-nscad/media/nscad/discriminationasspolicy.pdf>
Use of Facilities Policy Link
<http://www.nscad.ns.ca/site-nscad/media/nscad/studentusepolicy.pdf>
Code of Student Conduct link
<http://www.nscad.ns.ca>

ACKNOWLEDGEMENT

1. I have received, read and understand the NSCAD Policy on Student Assistants.

Employee/Student Representative [Print Name]

Signature

Date

Witness / Supervisor of Student Assistant

Signature

Date



New Student Assistant Hiring Request Form

***Instructions:** This form is to be used before hiring any new Student Assistants in accordance with the Student Assistants Policy. Please submit the completed form to the Dean for approval. You will be notified in writing when the position has been approved for hire.*

Department: _____ **Request Submitted by:** _____

Area Supervisor (s): _____
(responsible for the training and supervision of the Student Assistant while working)

Hourly Wage: Minimum Wage Other \$ _____
 New Hire Rehire
Start Date: _____ **End Date:** _____

Position To Be Advertised (location):
 NOW Bulletin Other: _____

Job Duties:

Safety Training Required:
 WHMIS First Aid Special Equipment Training

Approved:
Area Supervisor _____ Date _____
Dean/Provost, Academic Affairs _____ Date _____

cc: Finance and Administration



Record of Student Assistant Training

Instructions: In accordance with the Student Assistant Policy, this form is to be used by Supervisors to document completed training for Student Assistants. Once completed this form should be returned to the Dean.

Department: _____ **Supervisor:** _____

Student Assistant: _____

Date that training was completed: _____

Safety Training Completed:

WHMIS certification First Aid certification

Special Equipment Training (where relevant, please specify equipment that training was provided for, otherwise leave blank) _____

Orientation to Safety Procedures and Department policies

Supervisor _____ Date _____

I confirm that I have received and understood the training indicated above.

Student Assistant Signature _____ Date _____