

Policy Name:	Student Employment		
Policy No:	5.4	Approval Authority:	Board of Governors
Volume	5. Office of Human Resources	Responsible Executive:	Director, Human Resources
Chapter	4. NSCAD Student Employment Policy	Responsible Office:	Human Resources
Originally issued:	October 18, 2017	Revisions:	

1. Policy Statement

NSCAD supports the concept of student employment. Student employment is an excellent avenue to gain significant experiences and skills in addition to assist in the cost of education. Student employment opportunities provide assistance to the university community in the completion of important work.

2. Reason for Policy

The University strives to provide job opportunities to students through its departments and academic divisions that require various levels of responsibility.

3. Policy Applies to

- This policy applies to any person who is employed by NSCAD University as a student. This includes students of NSCAD and other post-secondary institutions, with hiring preference to NSCAD students wherever possible.
- This policy also applies to all supervisory and managerial employees of the University.

4. Who Should Read this Policy

- Students
- Hiring managers and supervisors

5. Contacts

Approval authority: Senior Management Team c/o President's Office, 902-494-8114, governance@nscad.ca, nscad.ca/policy.

Detail on policy meaning and application: Office of Human Resources.

6. Definitions

- 6.1. "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.

- 6.2. “Supervisor” means a university employee who assigns work to a student employee, including scheduling hours of work. The supervisor may also be the hiring manager.
- 6.3. “Hiring Manager” means the responsible manager for the student and may act as both the manager and supervisor.
- 6.4. “Academic Term” means, Fall, Winter and Spring and Summer semesters.

6.5. Conflict of Interest

- 6.5.1. 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.
- 6.5.2. 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.

6.6. Compensation

6.6.1. Rates of Pay:

6.6.1.1. Students who are hired in a position that is not part of a research or project grant shall be paid in accordance with the below wage scale plus 4% vacation pay.

Credits Hours Completed	Base Rate	Educational Increment
≤ 30 (1st year*)	Min Wage	
≤ 60 (2nd year*)	Min Wage	+ \$ 0.30 /hr
≤ 90 (3rd year*)	Min Wage	+ \$ 0.60 /hr
≤ 120 (4th year*)	Min Wage	+ \$ 0.90 /hr
Graduate Student	Min Wage	+ \$ 2.50 /hr

*Rates are determined by the number of courses taken, and may not correlate with the year of study.

6.6.1.2. Students hired under a grant or project that specifies the wage rate shall be paid according to the requirements and conditions of the grant.

6.6.2. Student employees will be paid by timesheet on the 15th and 30th of each month. Timesheets are paid two weeks in arrears.

6.7. Hours of work

6.7.1. The University strives to provide on-campus, employment opportunities to students as a means for valuable work experience and to assist students in meeting their financial needs. In doing so, NSCAD does not endeavour to compromise the academic performance of students and aims to provide as many students as possible with the opportunity to obtain employment with the university.

- 6.7.1.1. 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.
- 6.7.1.2. Student employees are permitted to work part-time up to a maximum of fifteen (15) hours per week during the Fall and Winter Academic Terms. In exceptional circumstances, and with approval of the University Registrar, this may be exceeded.
- 6.7.1.3. Student employees are permitted to work full-time up to forty (40) hours per week in the spring and summer Academic Terms, provided they are not enrolled in more than two courses during this time.
- 6.7.1.4. It is the responsibility of both the employee and responsible manager to ensure student employees are not assigned work beyond the provisions of this policy.

6.8. **Competitions**

6.8.1. Postings

- 6.8.1.1. Wherever possible, student employment positions are encouraged to be posted and competed through an interview process. This not only ensures a fair and equitable hire, but also enhances student skills in interview preparedness and competence.