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June 4, 2009

Welcome to Campus Employment Service!

The following material is provided to supply you with essential information on the Student Union of Confederation College, Campus Employment Service (CES). This manual will guide you through the procedures and processes of employing full-time students in part-time positions in your departments throughout the college. You will find important information on Ontario Work Study Guidelines, hours of work, postings for students, etc.

Student employees working in departments on campus gain valuable work experience and contribute to the successful operation of Confederation College. Campus Employment Service is dedicated to providing employment opportunities for students who are a valuable asset to your operation.

To post a position with CES or to inquire about hiring a student for your department please contact me at 475-6434 or [cjkenned@confederationc.on.ca](mailto:cjkenned@confederationc.on.ca)

Sincerely,

Carol Kennedy  
Administrator, Campus Employment Service  
Student Union of Confederation College

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## HISTORY OF CAMPUS EMPLOYMENT SERVICE

Campus Employment Service (CES) is administered by the Student Union of Confederation College Inc. (SUCCI). CES began in August 1992.

In 1997, SUCCI and the College reached an agreement whereby SUCCI would administer the Ontario Work Study Program. Managers and student employees were better served by having part-time on campus jobs administered from one centralized source.

In May of 2000, SUCCI and the College reached an agreement whereby SUCCI would administer payroll for peer-tutors hired by the Learning Centre. This commitment provided “one-stop shopping” for part-time on-campus employment for our students.

Today, CES is providing many part-time employment opportunities throughout the college in almost all departments. Students are getting more than just a paycheque; they are in positions that compliment their formal education process.

## POLICIES AND PROCEDURES

### Employment Positions

CES posts part-time employment positions in your departments. The most common postings are those positions funded by the Ontario Work Study Program (OWSP) during the student’s academic school year. Students hired for these positions **must have their OWS application approved by the Financial Aid Office** before applying to positions posted.

### Ontario Work Study eligibility

To be eligible to participate in the OWS program you:

- Must be a Canadian Citizen, Permanent Resident or a Protected Person
- Must be an Ontario Resident, at least 12 months prior to attending school
- Must be a full-time post-secondary student, 60% of a full course load or 40% for students with a disability.
- Must not be restricted from further OSAP funding, i.e. default on loans or bursary overpayments.

Students may also be hired directly through department budgets. CES invoices the department for hours of work and administration fees.

### Job Postings

Postings are created through CES and posted on [www.succi.com](http://www.succi.com) , Career Services job board and at the SUCCI Office. Postings allow all students to view the positions available and submit their resumes for selection.

Postings will include Job description and duties, rate of pay, start and end dates and other pertinent information.

## **Interviews**

The applicant's resumes will be sent to the department for the selection process. It is recommended that your department interview the applicants most qualified for the position using questions designed to determine the successful candidate. Reference checks will be the responsibility of the department, and should be completed before a contract is requested.

## **Nepotism Policy**

A student hired for employment with SUCCI will not be eligible to work in a department where the applicant is closely related to the immediate supervisor of the position, who has disciplinary and evaluative functions to perform over the successful applicant or performs an auditing function, or any member of the Board. Closely related means: parents (including "step"), spouse (including common-law), children (including "step") and grandchildren, brothers and sisters, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

## **Offers of Employment & Contracts**

All offers of employment will be made by CES, and the applicants will be hired as employees of SUCCI and assigned to a college department. Once a decision has been made to hire a student please send an email to [cjkenned@confederationnc.on.ca](mailto:cjkenned@confederationnc.on.ca) or call 475-6434 to request the applicant's contract be prepared. Please do not allow the employee to start work until the funding has been approved and the contract has been signed. The employee will be contacted by email when the contract is ready to sign. Contracts may be extended pending approval from CES. The employee's file will be updated to reflect the change.

## **Wage Rates**

The standard rate of pay is \$9.50 and used for all regular employment positions. The student supervisor rate is \$10.75 and used when an employee is involved in supervising and/or working beyond the scope of responsibilities of other student employees.

## **Time Sheets & Payroll**

Payroll is administered on a bi-weekly basis. It is the department's responsibility to approve the time sheets for their student employees. Time sheets must be completed, signed and submitted on time, if a time sheet is late the student may not be paid until the following pay period.

A payroll submission schedule is sent to all departments and a reminder email is sent out the Friday before the Monday deadline.

Time sheets are a two-part form; the white copy is to be submitted to CES for processing and the yellow copy is for the department files. **ALL TIME SHEETS** must be completed or they will be sent back to the department for correction. Included on the time sheets are employee number & name, hours worked & total hours worked in each week. Hours per week cannot exceed 24. Pay cheques can be picked up at the SUCCI Office on Friday pay days. Cheques can be mailed out or other arrangements made at the request of a student. Students must make a written request to have another person pick up their cheques for them.

## **Invoicing**

### **Campus Employment Service (CES)**

These employment hours are not funded (OWS) and are invoiced directly to your department with supporting documentation. The invoice will include; hours worked, \$1.90 administration fee for each hour worked and 15% benefit fees.

### **Ontario Work Study Program (OWS)**

Invoices for employment hours for the Ontario Work Study Program will include; work hours, \$1.90 administration fee and 15% benefit fees and are invoiced to Financial Aid. However, some departments will be required to pay the administration fee. If this situation occurs, you will be notified when you receive approval for the funding. The administration fee is \$1.90 per hour of employment. You will also receive supporting documentation for the invoiced hours.

**ALL STUDENTS on OWS funding** must have their hours tracked by your department. An excel spreadsheet is provided by email and can be copied for all students working in your department. Any student that exceeds their maximum hours on OWS will be invoiced to your department.

### **Payment of Invoices**

When submitting SUCCI invoices for payment; please quote the appropriate Confederation College Journal Entry number on the invoice and forward to the Confederation College Accounts Payable Department. Please do not send the invoices to SUCCI.

## **Employee General Information**

### **Absenteeism, Discipline & Terminations**

Absenteeism should be discussed between department managers and employees when hired. Employees need clear direction about who to notify if they miss a scheduled shift and what the standard practice is in your area. If an employee is providing unsatisfactory performance or if an incident occurs that is unacceptable, CES should be contacted immediately. If a manager and an employee cannot come to a satisfactory resolution to an incident, CES will meet with both to help resolve the issue. If an employee must be terminated due to disciplinary reasons, CES will be responsible for all correspondence and Records of Employment for that employee.

### **Performance Reviews**

It is recommended that performance reviews be done at least once in the academic year for each employee working in your departments. These forms are available at SUCCI and are sent out to departments for use. It is a helpful tool for students and managers to have an opportunity to communicate about the employment relationship and what is working and what is not. Often prospective employers will call for reference checks for previous student employees. A copy is for the department files and a copy for the employee files at SUCCI.

### **Safe Work Environment**

SUCCI and the College are dedicated to ensuring that all employees work in a safe environment. Please provide your employees with proper orientation to your department and that proper safety equipment is provided if necessary. Should an accident occur **during a student employee's shift**, CES must be notified immediately. If the employee's injury requires medical attention, please ensure the employee is attended to, and CES notified for proper accident documents to be filled out. Please do not send the forms to Facilities Services, SUCCI is the employer and must have the required documents for employee files.

### **Employment Standards & Human Rights**

All employment standards will be followed and adhered to as outlined in the Ontario Ministry of Labour, Employment Standards Act that pertains to student employment. SUCCI and Confederation College have a responsibility for creating an environment that is free from Harassment and Discrimination.

### **Change of Address and/or Personal Information**

Please forward all employee changes of address or personal information to CES for updating of personnel files.

