

UNIVERSITY OF KING'S COLLEGE



Human Resources



Student Employment
Policy

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Next Review:

5 years from issue

Issued by:

Bursar's
Office

Approved by:

President

Purpose

To provide opportunities for undergraduate and graduate students to obtain employment and work experience at the University of King's College.

Scope

All undergraduate and graduate students and those provisionally accepted into the University of King's College for the next immediate academic semester.

Policy

The University of King's College encourages and supports the employment of undergraduate and graduate students. The administration of student employment is a shared responsibility between the Bursar's Office and the Vice President's Office. Each area is responsible for the following:

- Bursar's Office – administration of undergraduate and graduate student employment in non-academic areas of the University (i.e., administrative departments) – such as the Library, Gymnasium, Alexandra Hall front desk, Student Patrol, Arts and Administration (A&A) front desk, Facilities Management, Chapel, Chapel Choir, and all administrative offices (Registrar's Office, Bursar's Office, Advancement Office, Residence, etc.)
- Vice President's Office – administration of undergraduate and graduate student employment in academic areas of the University – such as the student assistant program (SAP), student research assistants, Public Humanities fellowships, grant funded student academic employment, and teaching assistantships (TAs). Note: Rates of pay for student academic positions are not subject to Rates of Pay as below.

Hours of Work

- A student should not regularly work more than 15 hours per week (30 hours bi-weekly) during the fall or winter semester to allow for adequate study time. Students are responsible for informing the hiring department/program if they have another position within the University.

- During the summer (May through August), a student may work a maximum of 40 hours per week at the applicable student rate. Hours above 40 hours per week will be subject to overtime rates at 1.5 times their regular rate.

Rates of Pay

- Rates of pay for students, both during an academic semester as well as in the summer, are regardless of academic year of study.
- The standardized rate of pay for students new to a position shall be minimum wage plus \$0.50 per hour. This rate will increase by an additional \$0.50 per hour for each successive year a student returns to the same office to acknowledge the increased competencies and qualifications gained from previously working in the office.
- Circumstances may warrant a different rate of pay than the standardized rate of pay noted above or a different mode of compensation. These include:
 - Positions requiring the individual to work evening hours or overnight (i.e., undesirable hours) and
 - Positions requiring specialized skills or expertise.

The alternative rates of pay will be determined on a case-by-case basis by the Bursar with due regard to maintaining fairness and proportionality among pay rates of all students.

- Payment of students will be on a bi-weekly basis via direct deposit. The employing department/program will submit hours of work via timesheet electronically to the Human Resources and Compensation Officer in the Bursar's Office.
- All rates are subject to payment of 4% vacation pay.
- The rates of pay noted in this section do not apply to Public Humanities fellowships, grant funded student academic positions, and teaching assistantships (the latter follow CUPE rates at Dalhousie).

Employment of International Students

International students must be registered on a full-time basis, be in possession of a valid student authorization (visa) in accordance with Section 10 (a) of the Immigration Act and have a current Social Insurance Number (SIN).