

HUMAN RESOURCES

Subject	STUDENT EMPLOYEES (formerly titled "10.17 Hiring Students")
Procedure Section	2 Recruitment and Selection
No.	2.09
Exempt Employment Policy References	

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8. The successful candidate must be legally entitled to work in Canada.
9. The successful candidate may not be a family member or relative of the supervisor, as defined in the Code of Ethical Practices.
10. Human Resources must be contacted by the supervisor prior to offering a position to an individual who is not a Canadian citizen or a permanent resident of Canada so that HR can confirm whether the individual is legally entitled to work in Canada. This also applies in the case of an extension to an existing International student staffing form.
11. Once a successful candidate has been identified, the supervisor will complete the "Staffing" form, have it signed by the Dean/Director and forward it to Human Resources along with the required documentation detailed on the website:
http://www.okanagan.bc.ca/Current_Students/students/coop/Job_Postings/OC_Job_Forms.html
12. Human Resources will process the Student Staffing Form and forward a completed copy of the staffing form to the student for their reference. Copies will also be forwarded to the supervisor, as well as to BCGEU.
13. Students hired under special programs and student aides are paid and receive the appropriate benefits in accordance with LOU #1. Hours of work for students employed under special programs are in accordance with the program guidelines but in any event will not exceed 70 hours biweekly. Hours for student aides will not exceed 70 hours biweekly.
14. The supervisor is responsible for the timely completion and submission of timesheets before each payroll cut-off date.