CASUAL EMPLOYMENT OF STUDENTS

University Policy No.: HR6300
Classification: Human Resources
Approving Authority: Vice-President Finance & Operations
Effective Date: September, 2010
Supersedes: March, 1993
Last Editorial Change:
Mandated Review: September, 2017

Associated Procedures
Procedures for the Casual Employment of Students

PURPOSE

1.00 The purpose of this policy is to set out certain terms and conditions for hiring students for Casual Employment opportunities at the university.

DEFINITIONS

For the purposes of this policy:

2.00 **Casual Employment** means short-term employment which:

- generally serves a specific requirement or function;
- will not exceed twenty-two consecutive working days; and
- involves employment not covered by positions under established university classifications.

3.00 **Unit** means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, schools, offices and centres.

SCOPE

4.00 This policy applies to the Casual Employment of students at the university; and to all Units and employees. This policy does not apply to employment covered by the university's Collective Agreements or to the Specialist Instructional classification covered under the university's Specialists and Instructional Appointments Policy (HR6315).

POLICY

5.00 Casual Employment opportunities may arise at the university from time-to-time. Whenever practical, Units shall first make such opportunities available to University of Victoria students who are qualified to perform such work.

5.01 In order for a Casual Employment opportunity to be filled, a student must be able to legally work in Canada.

6.00 Where the status of a Casual Employment position is unclear, the Associate Vice-President Human Resources (or designate) will determine the appropriate category within which the work is to be performed.

AUTHORITIES AND OFFICERS

i) Approving Authority: Vice-President Finance and Operations
ii) Designated Executive Officer: Vice-President Finance and Operations
iii) Procedural Authority: Associate Vice-President, Human Resources
iv) Procedural Officer: Associate Vice-President, Human Resources

RELATED POLICIES AND DOCUMENTS

Specialists and Instructional Appointments Policy (HR6315)
Collective Agreements

Procedures for the Casual Employment of Students

Studying in Canada: Work Permits for Students
http://www.cic.gc.ca/english/study/work.asp

University of Victoria

PROCEDURES FOR THE CASUAL EMPLOYMENT OF STUDENTS

Procedural Authority: Associate Vice-President Human Resources
Procedural Officer: Associate Vice-President Human Resources
Parent Policy: Casual Employment of Students

Effective Date: Sept. 2010
Supersedes: March, 1993
Last Editorial Change:

PURPOSE

1.00 The purpose of these procedures is to set out the process for the management of casual employment opportunities for students at the university.

PROCEDURES

2.00 The Co-op Education Program and Career Services department shall make available to students casual employment opportunities and shall maintain a registry of University of Victoria students available for casual employment at the university, complete with information on their qualifications.

3.00 Units shall advise the Co-op Education Program and Career Services of their Casual Employment needs so that individual skills and qualifications may be matched with job requirements.

4.00 When requested, Co-op and Career Services shall connect Units with information on suitable candidates for Casual Employment opportunities.

5.00 Units are responsible for determining which student(s), if any, will fill its Casual Employment opportunities.

6.00 The rate of pay for Casual Employment shall be in accordance with the schedule administered by Human Resources.

6.01 The schedule of rate of pay shall be reviewed as determined by the Vice-President Finance and Operations on a recommendation by the Associate Vice-President Human Resources, and the Associate Vice-President Student Services.