

STUDENT EMPLOYMENT

Effective Date: September 1, 1989

Responsibility: VP Student Services

Amends Policy dated:

Policy Number:

Scope: Students

Student Employment

Burman University offers many opportunities for learning and advancement. It is our desire to extend these opportunities in the area of student employment by training and teaching the skills necessary for students to excel in both current and future employment opportunities.

A. Student/Employee:

1. Students must be enrolled in full time studies (no less than 9 cr/sem.-Burman; 15 cr/sem. PAA) to be eligible for student labor positions. To be eligible for work in the summer students must apply for full time studies for the following semester.
2. Students may have opportunity to work up to a maximum of 10 hours per week. (Organizational contracts will reduce eligible hours)
3. Available jobs will be filled based on skills required for the position and time availability of the student.
4. Applications, available at the Student Employment Office (S.E.O.) are to be completed as accurately and thoroughly as possible and returned.
5. As a position becomes available, the job will be posted on the bulletin board outside the S.E.O. until the position is filled, giving all students an opportunity to apply.
6. The S.E.O. will automatically review all applications and submit referrals on behalf of qualified students. Where possible, students will be notified that a referral has been forwarded. This will continue until the student has secured a job after which referrals will only be submitted upon request. If a student wishes to apply for a position they need only contact the S.E.O to have their application forwarded. A new application is not required if one is already on file.

7. Students are required to sign an Employment Referral/Contract before they begin working at a new position.
8. It is the responsibility of the student to abide by the guidelines set out in the Employment Contract.
9. Students will not be paid unless they have a Social Insurance Number on record.
10. Students are not guaranteed work on campus but every effort will be made to employ as many students as possible.

B. Supervisor/Employer:

1. Supervisors are to complete a **Notice of Job Opening** form and submit it to the Student Employment Office (S.E.O.)
2. S.E.O. will post the position and forward referrals, contracts, along with applications, to the various departments. Supervisors will be responsible for setting up interviews.
3. Supervisors are to send all referrals back to S.E.O. (Please ensure the referral form of the hired student is complete with all the necessary information)
4. Three (3) weeks after the date of hire an Employee Evaluation Form must be completed. This form must be reviewed with the employee, signed by employee and employer and returned to the S.E.O. Evaluations should be processed for all employees twice annually, three (3) weeks after the beginning of the first semester, and two (2) weeks before the end of the second semester.
4. In the event an employee does not meet job requirements, or neglects the responsibilities thereof, the following steps should be followed:
 - a. The problem situation should be discussed with the employee and an Employee Warning Record form should be completed accordingly. This should be recorded as an oral 1st warning, signed by both employer and employee and returned to the S.E.O.
 - b. Should the problem continue, the employee should be spoken to again. This should be recorded as a 2nd Written warning on a new Employee Warning Record form. Again signed by both employer and employee and returned to the S.E.O.
 - c. The same steps should be followed if the situation continues up to and including the 3rd written warning after which, should the situation arise again, the employee should be terminated. In the event of

termination an Employee Termination form should be completed and signed by both employer and employee. This form should then be returned to the S.E.O.