



ON-CAMPUS STUDENT HIRING POLICY

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POLICY STATEMENT:

Conestoga is committed to providing on-campus employment opportunities to students enrolled in its post-secondary education programs. This policy will maintain consistent and equitable hiring practices for all paid positions, to maximize opportunities for full-time Conestoga College students to gain valuable work experience, and for the College to benefit from their workplace contributions.

SCOPE:

This policy applies to all student hiring at Conestoga for paid positions, including co-op, part-time positions during the school year and temporary full-time positions during the summer months. These positions may be funded by the department's budget, or through Conestoga College Work Study Program (CCWSP) as applicable. To be eligible, the student must be in a full time degree, diploma or certificate program, must be eligible to work in Canada, and must have a valid Social Insurance Number. Additional criteria, specific to the funding program or Co-operative Education policy may also apply.

DEFINITIONS:

Co-operative education work term

Students must be enrolled in a Conestoga co-op program and be eligible to participate in a work term.

Part-time position

Full-time students can be hired any time during the calendar year for temporary part-time positions up to 24 hours per week.

Full-time position (spring/summer only if non-co-op)

During the spring and summer, students can be hired for temporary full-time positions up to 35 hours per week as Appendix G contracts. To be eligible, students must be registered as full-time students and be returning to their program in the fall.

Work Study Program

The Conestoga College Work Study Program (CCWSP) is funded through the Tuition Set Aside (Domestic and International). Domestic students must be in financial need to qualify for this program. CCWSP funding can cover work study within academic terms, and covers 100% of the approved wages and benefits. To be eligible, students must be registered full-time for the semester.

REFERENCES:

On-Campus Student Hiring Procedure
Co-operative Education Policy
Conestoga College Work Study Program Handbook

REVISION LOG:

Revision Date	Summary of Changes
1/26/2017	Policy & Procedure Committee
2/8/2017	Academic Forum
6/9/2017	Academic Coordinating Committee
2/20/2019	Revisions to reflect CCWSP inclusion of Domestic and International students
3/4/2019	Academic Forum
3/20/2019	Academic Coordinating Committee