

HIRING MANAGER RESOURCE GUIDE

HUMBER COLLEGE

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030
LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL 105, 416.675.6622 ext. 5028
www.careers.humber.ca | [Instagram.com/humbercareer](https://www.instagram.com/humbercareer) | twitter.com/humbercareer

CONTENT	1
STUDENT HIRING OVERVIEW	2
HIRING STUDENTS WHO ARE WORK STUDY ELIGIBLE.....	2
The Work Study Program.....	2
Eligibility.....	2
Maintaining Work Study Eligibility	2
STUDENT HIRING OVERVIEW	3
Hiring Students Who Are Non-Work Study Eligible.....	3
Non-Work Study Eligible Students	3
Hiring Non-Work Study Approved Students	3
THE HIRING PROCESS	4
Job Description.....	4
Co-Curricular Certification	4
Job Postings	4
Interviews.....	4
TRAINING	5
Mandatory Training.....	5
The above mandatory training are in addition to any further training required for the role.....	5
Additional Recommended Training	6
HR ADMINISTRATION	7
On-Boarding	7
Termination / Off-Boarding:	7
FREQUENTLY ASKED QUESTIONS:	8
What is the Work Study Program?	8
Who is eligible to apply for Work Study roles?.....	8
How and where do students apply?	8
Can students still work on-campus if they don't qualify for Work Study?.....	8
Can students hold more than one Work Study position at the same time?	8
How do students input their hours to get paid?.....	8
How will student meal breaks be reflected on HRMS?	8
When will students be paid?.....	9
Can I include an academic requirement or minimum GPA as part of the job description and role requirement?	9

HIRING STUDENTS WHO ARE WORK STUDY ELIGIBLE

The Work Study Program

The Work Study Program provides students with the opportunity to develop transferable skills through paid work on campus. The Work Study Program is needs-based and funded by Humber College.

Eligibility:

To participate in the program, students must:

- Demonstrate financial need
- Be a Domestic student currently enrolled in studies (Canadian citizen, Protected Person, or Permanent Resident)
- Be a full-time student under OSAP's definitions*
- Maintain good academic standing in a ministry-approved post-secondary program
- Have a Social Insurance Number (SIN)

**For most students, this means a minimum 60% course load; or 40% course load if registered with Accessible Learning Services*

Maintaining Work Study Eligibility:

As a Work Study employee, Work Study students are required to continue to meet eligibility requirements throughout their student employment contract period. It is the student's responsibility to communicate changes in eligibility with their supervisor.

Work Study eligibility checks will be conducted throughout the semester.

During Work Study (WS) employment, should a student become no longer WS eligible (ie. no longer in good academic standing and/or drops to Part-Time status), the WS contract has to be rolled into a part-time support contract or their contracts will have to be terminated. For students in this situation, please reach out to the Work Study team workstudy@humber.ca.

HIRING STUDENTS WHO ARE NON WORK STUDY ELIGIBLE

Non Work Study Eligible Students

Students who do not meet the Work Study Program eligibility requirements (stated above) typically fall into the following student groups:

- International Students (who are not Protected Persons)
- Students enrolled in the following program credentials:
 - Certificate of Participation or Certificate of Completion
 - Certificate of Achievement (includes Apprenticeship Programs)
 - Professional Certificate or Academic Upgrading

Hiring Non Work Study Approved Students

As a best practice, it is encouraged that hiring managers allot 20% of their student employee positions to support hiring Non-Work Study Eligible students.

Please connect with your Budget manager to determine any approved funds available under the Salaries Part-time Support Account (6350). Any Non-Work Study eligible students would be paid through this account.

Job Description

Create or update your job description using the ***Student Employee Job Description Template***.

If you require any support completing sections of this document, please contact workstudy@humber.ca

Job Postings

All student positions must be posted to Humber's Career Connect Job Portal for a minimum of 7 days to ensure adequate time for students to apply. The job posting site can be found under the Employer Services web page on careers.humber.ca.

Attach the job description to the Career Connect job posting.

Note: You will need to create an account as an employer if this is your first time posting.

Interviews

All student positions should include an interview process, whether via telephone, web, or in-person. Interviews should be at least 15-minutes and include questions to best assess the candidate for the position.

When sending out invitations for interviews, include the Student Employee Job Description (as PDF) to the student so they have adequate time to prepare for the interview and review the core competencies for the position offered.

Co-Curricular Certification

Many student roles meet the requirements for Co-Curricular Certification. To learn more, or have your position CCR Certified, visit <http://humber.ca/student-life/ccr/>



Mandatory Training

Work Study employees are required to complete the following training modules within one month of being hired. If a student has previously completed any of the below training(s) at Humber, they do not have to retake the training.

Mandatory trainings should be completed during work hours. This can include time during their shifts (ie. low times) or an allotted time just spent on training. This is at the discretion of the hiring manager.

Health and Safety Training

Training	Delivery Mode	URL
Health and Safety Training	Online	https://humber.ca/peoples-and-culture/peoples-and-culture-resources/health-and-safety/training-programs/student-worker-health-and-safety-awareness-training.html
COVID-19 and other Respiratory Illnesses: Safety Guidelines	Online	https://humber.ca/peoples-and-culture/peoples-and-culture-resources/health-and-safety/covid-19-information/covid-19-measures.html https://humber.ca/updates/sites/default/files/uploads/documents/covid-19-safety-guidelines.pdf

Human Rights, Equity, & Diversity Training

Training	Delivery Mode	URL
Sexual Violence Training for Employees	Online	https://humber.ca/peoples-and-culture/peoples-and-culture-resources/human-rights-equity-and-inclusion/training-programs/mandatory-trainings.html
AODA Accessible Customer Service Training	Online	
Integrated Accessibility Standards Regulation & Ontario Human Rights Code Training (IASR/OHRC Training)	Online	
Pathways to Human Rights, Education and Actions	Online	

The above mandatory trainings are in addition to any further training required for the role.

Additional Recommended Training

Bringing in the Bystander

Bystander Intervention training is an important piece in preventing and responding to sexual violence. This program is a component of Humber's overall strategy of prevention. Through discussion of issues and role-playing of common sexual violence scenarios, participants come to understand how they play a part in proactively preventing sexual and relationship violence, how they can help survivors get the help and support they need, and how they contribute to the creation of a campus climate that reflects a commitment to safety for all.

For more information or to request a session visit <https://humber.ca/student-life/sexual-assault/get-involved>

On-Boarding

1. After a student has been hired through the Human Resources Management System (HRMS), complete the **On-board a NEW Humber Employee** E-form found here: humber.ca/eforms
2. If the student will need an access card to enter your office please direct them to visit the IT department on campus after IT has confirmed successful onboarding

Note: HRMS has a **Checklist for On-Boarding New Employees** document; please refer to this as needed.

Termination / Off-Boarding:

1. To terminate / off-board an employee please contact your HR Business Partner for clear guidelines and support. As student employees fall under the part-time collective agreement, it is crucial to connect with your HR Business Partner for next steps.
2. Upon completion of the termination process please complete the **Off-Board an Employee E-form** found here: humber.ca/eforms

What is the Work Study Program?

The Work Study Program is a needs-based financial aid program funded by Humber College for Domestic full-time students in good academic standing.

Who is eligible to apply for Work Study roles?

To qualify for Work Study approval, students must:

- Be a Domestic student currently enrolled in studies (Canadian citizen, Protected Person, or Permanent Resident)
- Demonstrate financial need.
- Carry more than 60% of a full-time course load or 40% of a course load if registered with Accessible Learning Services.
- Maintain academic standing in a ministry-approved post-secondary program.

How and where do students apply?

Students must apply for Work Study eligibility through MyHumber (for Humber students) or the Humber's Career Centre (for Guelph-Humber students).

Can students still work on-campus if they don't qualify for Work Study?

Yes. If students do not meet the eligibility requirements of the Work Study program there are many work opportunities to work on campus. All on-campus roles must be posted on Career Connect Job Portal, regardless of the Work Study status.

Can students hold more than one Work Study position at the same time?

Yes. Students can hold multiple Work Study positions, however their total hours cannot exceed 24 hours per week.

How do students input their hours to get paid?

All student employees will have to enter time (hours worked) on HRMS. Tutorials on how to do this can be found here: <https://humber.ca/hrms/hrms-kb/learn-by-role/employee/>. Managers must then approve the student's submitted hours before the Tuesday after a pay period. You may also approve hour submission on a daily basis if you wish.

How will student meal breaks be reflected on HRMS?

Meal periods will be automatically deducted on HRMS. According to ESA, a half hour is allotted after 5 hours of work and as common practice an hour after 7 hours of work. The system will show the deducted hours as calculated hours (it will show in the calculated time). Please reach out to your HR Business Partner to ensure compliance of collective agreement.

When will students be paid?

All Humber employees, including Work Study students, will be paid bi-weekly via Humber's Payroll Calendar. Pay cycles and other information can be found here:

<https://humber.ca/peoples-and-culture/peoples-and-culture-resources/compensation-and-benefits/resources/compensation-and-benefits-payroll/payroll.html>

Can I include an academic requirement or minimum GPA as part of the job description and role requirement?

If the Work Study role does not have an academic component, a minimum GPA should not be required. To remain Work Study approved, all Work Study students are required to maintain *good standing* in a ministry- approved post-secondary program and maintain status as a Full-Time student. *Good standing* varies from program to program as per [Academic Regulations](#).

If the Work Study role requires a minimum GPA because it's deemed detrimental to the role (eg. A Peer Tutor), then a minimum GPA can be required. However, this GPA requirement should be clearly stated in the student's contract and in the job posting for the role. In addition, a consistent plan should be in place in the instance a student falls below that GPA requirement (ie. if a student falls below the GPA minimum for the role, what plans does the Department have in place to handle this situation – is it a warning, a remediation agreement, or termination?). This plan should be consistent, clearly communicated to students prior to employment, and equally enforced.

Contact workstudy@humber.ca if you have further questions.