

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Student Employees
POLICY NUMBER:	C13
CROSS REFERENCE:	C01 Hiring Process
NEW \ REVISED	
Administrative Services Committee	Academic Council
May 11, 2015	

POLICY STATEMENT

Olds College has employment opportunities for students on a short-term basis and will designate these positions as Student Employment Opportunities.

SPECIFIC GUIDELINES

Eligible student applicants will be defined as follows:

A student is any person who was registered as a student in the previous academic year and/or has applied to attend an educational institution in the following academic year. This definition also includes students who have or are graduating in the current year. This allows student employees to continue to work until the end of August of the year in which they complete their studies.

Student Employment positions may not require special skills or experience, and will be temporary or seasonal. Student Employment positions will not replace AUPE positions as established in the AUPE Collective Agreement.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Student and Support Services in consultation with Human Resources. This policy will be reviewed at least every five (5) years.