



# BCITFSA GUIDE

## USING STUDENT EMPLOYEES

Collective Agreement Reference: Article 4.4

*This Guide is a general overview. It is not a substitute for consultation and advice about specific cases, and members should direct inquiries about their personal circumstances to one of the FSA's Labour Relations staff.*

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Representation. Negotiation. Advocacy.

### What are Student Employees?

Student Employees are an Employee Category under Article 4 of the BCIT-FSA Collective Agreement (CA). The work of Student Employees is outlined in Article 4.4 of the BCIT-FSA Collective Agreement. You can find the CA at [www.bcitfsa.ca/collective](http://www.bcitfsa.ca/collective).

The Student Employee Category should only be used to hire eligible students, to perform work and duties meant to be in addition to, and a complement to, their studies. Common uses of Student Employees at BCIT are the Learning Commons Peer Tutors, Indigenous Services Peer Mentors, student ambassadors for various programs and initiatives, students helping with research projects, students completing roles such as those listed here as part of completing an industry project, capstone project, or co-op.

While adhering to Article 4.4 some flexibility exists in the Student Employee category. Generally speaking, a Student Employee will be a current BCIT student. BCIT students should be supported and preferred over outside students, as we all share the same goals of student success at BCIT.

With these principles in mind, current practice allows for some flexibility in student hiring. Here are examples of student hires that we have typically accepted in the past (on a without prejudice basis re Article 4.4):

- current BCIT student (there is no minimum number of credits or courses that a Student Employee must carry, as long as they are a current student)
- BCIT Co-op student or capstone project student or industry project student
- recent BCIT grad
- prospective student who has been accepted to an upcoming program
- a post-secondary student from another institution if no BCIT student can be found to take the position\* (\*the eligibility of a non-BCIT student to be employed would need to be confirmed with HR, as noted below)

### What are other eligibility considerations for Student Employees?

Remember that the student you hire must be eligible to work. For example, international students with student Visas usually do have eligibility to work a few hours per week (see note on Hours below). The regular employment paperwork will be filled out by Student Employees in order to be eligible to be paid (Social Insurance #, etc.). Note that the FSA does not assess or determine the legal ability of a student to work; BCIT Human Resources determines this. If you have any questions about a student's eligibility to be employed at BCIT, you need to contact [BCIT Human Resources](#) for confirmation.

Students categorized as FSA Student Employees need to be paid according to the Collective Agreement; they cannot "volunteer" their time.

Students can be hired more than once; i.e. for multiple terms in a row as long as their eligibility to be employed has not changed (according to BCIT HR). Students can work in different roles on campus but their weekly hours cannot exceed the guidelines listed below.

### Why do I need to submit a request to the FSA to use a Student Employee?

The use of Student Employees is negotiated between BCIT and the FSA and approval by the FSA is required by the Collective Agreement. The approval of any request to hire a Student Employee does not commit the FSA to approving any such appointments or extensions in the future. *A request should only come to the FSA once it has been determined by the Department and management that the hiring of a Student Employee is needed and operationally possible.*



## **How do I make the request?**

Visit the FSA website and fill out [the online form](#). Once your request has been reviewed by a member of the FSA team you will be notified with a response.

You will need to do one request per student per year. If you have multi-year funding, you will need to put in the request each year.

## **I have questions before submitting a request to the FSA: Who do I ask?**

Your first stop should be your Manager and/or [BCIT Human Resources](#). The recruiting, hiring, and onboarding of employees – including Student Employees – at BCIT is a human resources function and they can support you through the process.

As with most matters, if you have concerns about the answers you get from BCIT to your questions or believe that a matter has been inappropriately handled, please contact the FSA at [fsa@bcit.ca](mailto:fsa@bcit.ca).

## **How much does a Student Employee get paid?**

The pay scale of a Student Employee is negotiated and determined by the current [BCIT-FSA Collective Agreement](#) (CA). Rates are outlined in Article 15 of the CA with Student Employee rates specifically in Article 15.7.1.

For accessing funding to hire a Student Employee please speak to your Manager. We recognize that there have been concerns about the current rate of pay. The only way to change that rate is through the bargaining process.

## **How many hours can a Student Employee work?**

As determined by a Memoranda of Agreement between the FSA and BCIT, a Student Employee can work up to 10 hours per week per term and not beyond 35 hours per week in the break periods.

## **Are Student Employees covered by: benefits, WCB, insurance, vacations, holiday pay, stats?**

[Contact BCIT's Human Resources](#) for these details.

## **Who do I talk to about parking, access to rooms, and other facilities use for the Student Employee?**

You would speak to the same departments at BCIT as you would for non-Student Employees. Your Manager or [BCIT Human Resources](#) staff person should be able to help you navigate these issues.

If you have questions about this guide, please contact the FSA at [fsa@bcit.ca](mailto:fsa@bcit.ca).