

# Student Hiring Policy

**Category:** Human Resources

**Approval:** PVP

**Responsibility:** Associate Vice-President, Human Resources

**Date:** January 2016; housekeeping March 14, 2025

## Purpose/Reason for Policy:

Trent students may work on campus in a number of capacities during the academic year and summer (i.e. administration, research, physical resources etc.).

Potential Funding Opportunities are (see <http://www.trentu.ca/careers/staff/funding.php>):

- 1) Trent work study positions (during the academic year)
- 2) TIP funded positions (during the academic year)
- 3) Teaching/Research positions
- 4) Summer Subsidy positions - Summer Career Placement and Summer Experience Program

The Career Centre facilitates the hiring of students for both internal employers and external employers. For external employers, the Career Centre is a key facilitator in communicating and distributing information as to the possible job opportunities available in market place. In this regard, their role is to develop the relationships with prospective employers and to post available positions.

Note: The Career Centre is not involved or responsible for the hiring process, which is a process handled between the employer and student.

The Career Centre encourages all staff/faculty to forward information on any position of which they are aware. Key to student hiring is the Career Centre's knowledge of available positions.

## Policy:

The hiring of students is the sole responsibility of the Department/Hiring Manager. The policy stated here applies only to internal student hires. The Career Centre role is as a key facilitator in communicating and distributing information regarding all internal job opportunities, funded or not. The Centre also helps in coordinating funding applications and will field enquiries related to student funding/wage subsidy programs. However, the Career Centre is not involved in the funding approval process.

## Procedures

The Department/Hiring Manager is responsible for:

- Posting the position on the student Job Board:  
<https://ccr.trentu.ca/accountLogin/facultystaff.htm>. For assistance with this, please contact the Career Centre at [worklink@trentu.ca](mailto:worklink@trentu.ca) or ext. 1385
- Reviewing of resumes/interviews/reference checks/ offers of employment etc.

- Completing the necessary forms (Student/Casual Employment Form), It is the student's responsibility to submit the TD1 form and the TD1ON Form (available on the HR/Payroll website) along with a cheque marked 'void'. If the student is international, they must also include a copy of their study permit and a copy of the expiry for their Social Insurance Number: <https://www.trentu.ca/humanresources/human-resources-services/recruitment/student-recruitment>
  - When a student is employed, a Student Employment Record form must be completed and sent to the Department of Human Resources (Payroll Office). To insure that students are paid promptly, if you have any questions concerning this form or any of the procedures, please contact the Payroll Office or refer to the HR/Payroll website. On the HR/ Payroll website there is a Payroll schedule.
  - Funded positions may have additional paperwork. Visit <http://www.trentu.ca/careers/staff/funding.php> for further details

### **Student Pay Rates**

Student/Casual Employment Eligibility - Student rates may only be used when employing individuals currently registered as students at a high school, or post-secondary institution or in an undergraduate or graduate program at a university. Unless expressly authorized by the Department of Human Resources, all students employed by the University must be assigned one of the three student rates, with a few limited exceptions.

Please visit the Human Resources website for current rates:

<https://www.trentu.ca/humanresources/human-resources-services/recruitment/student-recruitment>

### **Students Employed by Research and Graduate Studies**

A student hired directly by the departments of Graduate Studies or Office of Research, will be paid at rates as established by granting agencies or in relation to the level of education and experience of the candidates.

Approval of hourly rates for such students is the responsibility of the Dean of Graduate studies or the Director of Research.

For more details about hiring a researcher, please visit:

<https://www.trentu.ca/researchinnovation/researchers/faculty-and-staff/how-hire>

Contact Officer:

Associate Vice-President, Human Resources

Date for Next Review:

January 2021

Related Policies, Procedures & Guidelines

a) N/A

Policies Superseded by This Policy:

a) N/A