

College Student Employment Program (CSEP) Hiring Guidelines

HOW TO HIRE A STUDENT EMPLOYEE THROUGH CSEP:

If you require a CSEP job to be posted (you do not have a student in mind for the job) you should contact the Student Employment Office. You can either post your job on-line or email a job description to their office.

Please click here to post your job on-line:

https://acsis.algonquincollege.com/employer/emp_welcome.asp

If you have a student in mind for a position in your department, you do not need to post the job. Please proceed with the steps below.

STEPS TO HIRING A STUDENT:

1) Once you have a student lined up for the job they must complete a budget form, in order for the student to be financially assessed. Students must be deemed to be in financial need to be eligible to work in a CSEP position. Many departments have this form in their office; if you require a form it can be obtained from the Students' Association (C151), Financial Aid (C225), or Student Employment Services (C226). The department must fill in the required information in the section that is to be completed by the hiring department.

2) Once the department and student have completed the CSEP Budget form the student must go to Financial Aid for approval. It can take up to 48 hours for Financial Aid to complete their assessment.

3) Financial Aid will then notify Student Employment Services on whether or not the student has been deemed to be in financial need. Student Employment Services will then notify the student and the hiring department of the student's acceptance/denial. It can take up to an additional 48 hours for the student to be notified.

4) Once the student has been approved they can then confirm their acceptance with their hiring department. Please note: employers must confirm the date of budget approval to the Students' Association, so you should obtain a copy of the approval that the student received from Student Employment Services.

5) The student should now go to the Students' Association (C151) and obtain the CSEP employment package. This is required for payroll purposes. They must bring the CSEP Application Form to their hiring department, as the department must complete the "department data" section. It is within this section that the department must provide the date that the student was approved by Student Employment Services. Once the student and department have completed the form, the student should return the package to the Students' Association.

The student can now start working for your department



SOME IMPORTANT POINTS TO REMEMBER:

- In order to qualify for CSEP students must:
 - a) be registered in a full-time post-secondary program at Algonquin College
 - b) be a regular fee paying student
 - c) demonstrate financial need (students must be assessed by the Financial Aid Office)
- International fee paying students are **not** eligible to work in the CSEP program. If you wish to hire an international fee paying student, this must be paid out of your part-time salary budget.
- Students enrolled in the Collaborative programs with either Ottawa University or Carleton University are **not** eligible to work on the Algonquin College campus for the CSEP Program because they do not pay tuition fees to Algonquin College.
- **The student must complete the package from the Students' Association at the beginning of each semester** to ensure they are paid.
- **The student must complete a budget form and be financially assessed at the beginning of each academic year** to ensure they are in financial need. This is required even if the student worked for you in the past.
- The department must indicate the date that the student was approved by Student Employment Services on the CSEP Application Form.
- Students are allowed to work a maximum of 24 hours per week during the academic year and 35 hours per week during the summer period (May – end of August).
- In order to be eligible to work during the summer period, students must be returning to the College to continue with their existing program in the Fall semester. Graduating students cannot work during the summer period, even if they are returning to the College in the Fall to start a new program of study. In this case, even though they are a "returning student", it is two different programs and does not qualify under the Ministry guidelines.

If you have any questions on the CSEP hiring procedure please contact one of the following people:

Vicki Sage, Financial Services, ext 5172
Don MacRae, Students' Association, ext 2010
Diane Cardinal, Financial Aid, ext 5233
Joanne McDonald, Student Employment Services, ext 5237

