BUDGET PRINCIPLE: 2.24

College Student Employment Program

Replaces Principle Dated: April 1, 2016

Approved by ACET: February 7, 2023

Effective Date: February 7, 2023

INTRODUCTION

Since 1996-97, the Ministry of Colleges and Universities has required colleges and universities to reserve a portion of fee revenue resulting from tuition fee increases for needs-based student financial assistance. The Ministry's Tuition Fee Set Aside (TFSA) requirements are intended to ensure that institutions can meet their Student Access Guarantee obligations and provide other forms of assistance to students in need.

DEFINITIONS

Term	Definition
Tuition Fee Set Aside (TFSA)	Funds used to assist students in financial need. All students eligible for funding through the College Funding Framework (including out of province students), or students who qualify for a special bursary are eligible to be considered for tuition fee set aside assistance.

PURPOSE

The purpose is to outline the roles and responsibilities of the various areas responsible for the reporting, administration and expenditures of the College Student Employment Program (CSEP).

PRINCIPLE

The College Student Employment Program consists of part-time employment for students on or near campus while they are enrolled in a program of instruction, to supplement the Ontario Student Assistance Program (OSAP) or to assist other students with demonstrated unmet financial need. Students must be in receipt of OSAP assistance during the current academic year or must have a demonstrated unmet financial need, and must be enrolled full-time in a full-time program. It may also be used for employment between academic terms (e.g. summer employment) to provide eligible students with work on-campus during the period between academic semesters. Students must be returning to the College in the subsequent study period to be eligible for CSEP work.

In 2012-13, the Ontario Work Study Program was discontinued and the responsibility to fund Work Study was transferred to colleges and universities, to be resourced from TFSA or other institutional funds. Recognizing that on-campus student employment opportunities positively impact student retention, the College elected to disburse a portion of its TFSA funds under a College Student Employment Program (CSEP).

POLICY

1. Authority

- Oversight of the TFSA accounts is held by the Manager, Financial Aid and Student Awards. This includes budget allocation recommendations, monitoring and reporting of TFSA accounts (including Student Assistance Bursaries (SAB), Student Access Guarantee (SAG), College Student Employment Program (CSEP), and Institutional Student Bursary Programs (ISBP) accounts).
- A maximum of 12% of the overall TFSA budget yearly can be allocated to the CSEP program, to be determined by the Manager, Financial Aid and Student Awards.
- The Manager of Financial Aid and Awards complies with Ministry directives and organizational planning.

2. Accountability
- Departments estimate the number of student work hours required. Student work projects must align and support the College's strategic plan and departmental business plan(s).
- The Deans or Directors of departments are accountable to ensure that students are hired in accordance with the CSEP hiring guidelines, paid in accordance with Provincial minimum wage rate legislation and, that employment is related to students' program of study.
- If a salary top-up is to occur the department absorbs this expense and shall budget these expenditures in account 42501 "Temporary Student".
- Financial Aid and Student Awards allocates student work hours based on past departmental use and considers assignment of additional student work hours for project submissions linked to the strategic plan, providing the availability of funds.
- Students must be hired for employment contracts with a minimum duration of two months. CSEP funding cannot be used to fund short-term employment contracts, i.e. less than two months.

3. Reporting
- Financial Aid and Student Awards tracks CSEP hours by department and provides updates to departments as requested including hours used and hours remaining.
- Financial Aid and Student Awards updates and presents yearly allocations to the College Budget Committee in November for the next fiscal year, including prior year's allocations and any budgetary impacts.

4. Time frame
- Departments submit requests for CSEP funding to Financial Aid and Student Awards via email (csep@algonquincollege.com) by the specified deadline for the next fiscal year. New requests can be submitted throughout the fiscal year and will be approved/denied based on the current status of the budget.
- Financial Aid and Student Awards notifies budget officers of their allotted hours via email
- Departments may commence spending on the CSEP allocation on April 1st (new fiscal year).
- Financial Aid and Student Awards completes a Q2 update where a re-allocation of hours may occur.

5. Transparency
- The Deans and Directors and the College Budget Committee have access to the calculation of student work hours dispersed as well as prior use of student work hours by department.
- Students must be a Canadian citizen, a Permanent resident, or a Protected Person/Convention Refugee within the meaning of subsection 95(2) of the Immigration and Refugee Protection Act (Canada) prior to the application deadline date
- International fee paying students cannot participate in the CSEP due to Ministry policy.
- Any students who fall into the following categories cannot participate:
  - Second Career
  - Apprenticeship Programs

- o Algonquin College employees paying a reduced tuition
- o Collaborative programs with the University of Ottawa or Carleton University
- o All programs that are not Ministry-approved.
- Students who are in their graduation term are no longer eligible as of the end of their study period.

PROCEDURES

1. Department submits a request for CSEP Funding to Financial Aid and Student Awards (FASA) via email (csep@algonquincollege.com) by the specified deadline for the next fiscal year.
Note, it may be possible to submit requests through-out the year. New requests will be approved/denied based on the current status of the budget.
2. Financial Aid and Student Awards allocates student work hours based on past department use and considers assignments of additional student work hours for submissions linked to the College's strategic plan and/or business plan (providing funds are available).
3. Within two weeks after the budget submission deadline Financial Aid and Student Awards sends out email notifications to the budget officer for the department's which have been allocated hours.
4. Departments can begin hiring process for employment contracts to commence at the earliest as of April 1st (new fiscal year) with a minimum duration of 2 months (60 days) but can take place at any time during the fiscal year as long as the student is eligible.
    a. CSEP Department will review the student's eligibility and provide approval/denial via email to the hiring manager.
5. Throughout the fiscal year, students submit timesheets through Workday to their respective managers on a bi-weekly basis for payment and are paid through the departmental budget codes by the payroll department.
6. If a student is employed for the Student's Association, the Students Association invoices the FASA on a bi-weekly basis for repayment for benefits and wages.
7. Departments submit requests for re-imbursement to Financial Aid and Student Awards 3 times during the year: mid-October (Q1 and Q2 combined), Mid-January (Q3) and early April (Q4).
8. Finance issues T4's for CSEP students employed by the College and the Students Association issues T4's for students working for the SA funded by CSEP.
9. Financial Aid and Student Awards tracks CSEP hours by department and provides status updates as requested (i.e. hours used and hours remaining).
10. Financial Aid and Student Awards completes a Q2 assessment and update where a re-allocation of hours may occur if appropriate.
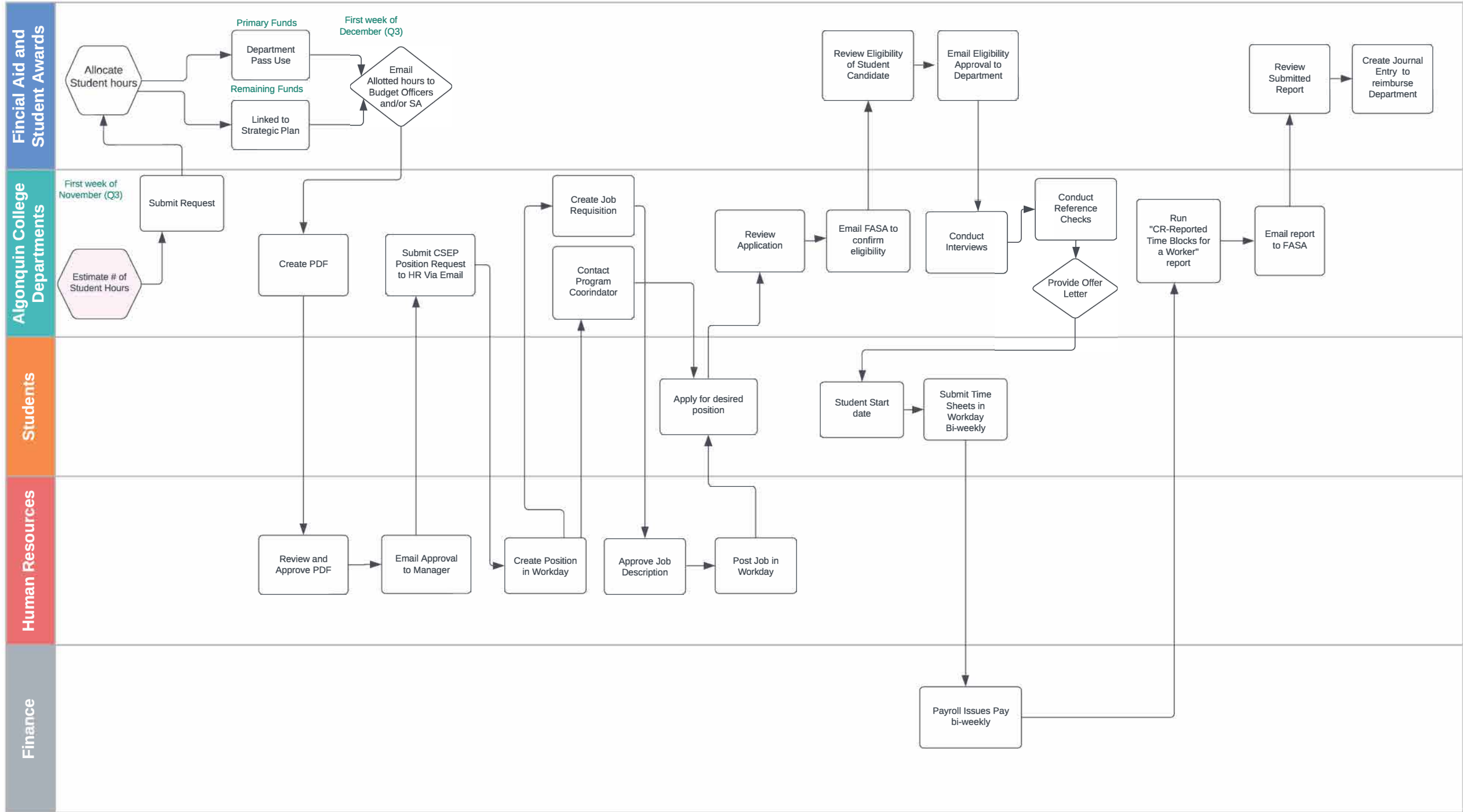
RELATED POLICIES:

RELATED DOCUMENTS:

Appendix A: CSEP Process Flow Chart.
Appendix B: Process Summary

Appendix A

College Student Employment Program (CSEP) Process

Fincial Aid and Student Awards

- Allocate Student hours
- Primary Funds → Department Pass Use
- Remaining Funds → Linked to Strategic Plan
- First week of December (Q3) → Email Allotted hours to Budget Officers and/or SA
- Review Eligibility of Student Candidate
- Email Eligibility Approval to Department
- Review Submitted Report
- Create Journal Entry to reimburse Department

Algonquin College Departments

- First week of November (Q3) → Submit Request
- Estimate # of Student Hours
- Create PDF
- Submit CSEP Position Request to HR Via Email
- Create Job Requisition
- Contact Program Coorindator
- Review Application
- Email FASA to confirm eligibility
- Conduct Interviews
- Conduct Reference Checks
- Provide Offer Letter
- Run "CR-Reported Time Blocks for a Worker" report
- Email report to FASA

Students

- Apply for desired position
- Student Start date
- Submit Time Sheets in Workday Bi-weekly

Human Resources

- Review and Approve PDF
- Email Approval to Manager
- Create Position in Workday
- Approve Job Description
- Post Job in Workday

Finance

- Payroll Issues Pay bi-weekly

Appendix B

Summary of CSEP Student Hiring Process

Eligibility:

- Part-time employment for students on or near campus while they are enrolled in a program of instruction, to supplement the Ontario Student Assistance Program (OSAP) or to assist other students with demonstrated unmet financial need.

Inclusion:

1) Students must be a Canadian citizen, a Permanent resident, or a Protected Person/Convention Refugee within the meaning of subsection 95(2) of the Immigration and Refugee Protection Act (Canada) prior to the application deadline date.

   AND

2) Students must demonstrate a financial need by successfully applying for OSAP or out -of-province financial aid funding.

   AND

3) Students must be currently enrolled full-time in a full-time program and must be hired into a position related to their program. Note: students in between study periods are eligible.

Exclusion:

1) International fee-paying students can't participate due to Ministry policy
2) Any students who fall into the following categories cannot participate:
   a. Second Career
   b. Apprenticeship Programs
   c. Algonquin College employees paying a reduced tuition
   d. Collaborative programs with the University of Ottawa or Carleton University
   e. All programs that are not Ministry-approved.
3) Students who are in their graduation term are no longer eligible as of the end of their study period.

Summary of CSEP Student Hiring Process

- Department looking to hire, estimate the number of student work hours required for work projects and/or aligned/supporting the Strategic Plan and Departmental Business Plan (s)
  o Students cannot work more than 24 hours per week during their study or 35 hours per week between their study periods. Exception to this rule is during the Summer Term; in this case the student is assigned an Appendix G position (May to Labour Day).
- Department submits a request for CSEP Funding to Financial Aid and Student Awards (FASA) via email (csep@algonquincollege.com) by the specified deadline for the next fiscal year.
- Note, it may be possible to submit requests through-out the year. New requests will be approved/denied based on the current status of the budget.

Appendix B

- Financial Aid and Student Awards allocates student work hours based on past department use and considers assignments of additional student work hours for submissions linked to the College's strategic plan and/or business plan (providing funds are available).
- Within two weeks after the budget submission deadline Financial Aid and Student Awards sends out email notifications to the budget officer for the department's which have been allocated hours.
- Departments can begin hiring process for employment contracts to commence at the earliest as of April 1ˢᵗ (new fiscal year) with a minimum duration of 2 months (60 days) but can take place at any time during the fiscal year as long as the student is eligible.
    - o Hiring managers do the following:
        - Managers are able to reach out to program coordinators directly to see if there is a suitable student for the positions. If a suitable student is considered, a job posting isn't required as a direct hire can be completed in Workday
        - If a suitable student isn't identified, create a PDF for the position.
        - Submit PDF to HR for approval and request a CSEP position be created in Workday
        - Create a Job requisition in Workday.
        - Once a job posting is created, contact ACHire and any applicable Program Coordinators advising of the position for increased exposure
    - o Before the interview process, the Hiring Manager must confirm student meets eligibility criteria
        - Send email to csep@algonquincollege.com to confirm eligibility which is confirmed via email
        - CSEP Department will review the student's eligibility and provide approval/denial via email to the hiring manager.
    - o Hiring Manager submits offer letter to lead candidate via Workday.
        - Note: If you wish to pay the CSEP Student above and beyond minimum wage, the hiring manager can do so via their departmental budget using 42501 "Temporary Student" expenditure account. CSEP funds will not cover additional costs incurred.
- Throughout the fiscal year, students submit timesheets through Workday to their respective managers on a bi-weekly basis for payment and are paid through the departmental budget codes by the payroll department.
- If a student is employed for the Student's Association, the Students Association invoices the FASA on a bi-weekly basis for repayment for benefits and wages.
- Departments submit requests for re-imbursement to Financial Aid and Student Awards 3 times during the year: mid October (Q1 and Q2 combined), Mid January (Q3) and early April (Q4).
    - o Run the Workday "CR-Reported Time Blocks for a Worker" report and email it to csep@algonquincollege.com
    - o Financial Aid and Student Awards will reimburse your budget code by journal entry for the minimum wage, fringe and vacation benefits.
- Finance issues T4's for CSEP students employed by the College and the Students Association issues T4's for students working for the SA funded by CSEP.

Appendix B

- Financial Aid and Student Awards tracks CSEP hours by department and provides status updates as requested (i.e. hours used and hours remaining).
- Financial Aid and Student Awards completes a Q2 assessment and update where a re-allocation of hours may occur if appropriate.