

Directive on student employment

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Directive on Student Employment

1. Effective date

- 1.1 This directive takes effect on April 1, 2020.
- 1.2 This directive replaces the *Student Employment Policy* dated January 1, 1999.

2. Authorities

- 2.1 This directive is issued pursuant to the same authorities indicated in section 2 of the *Policy on People Management*.

3. Objective and expected results

- 3.1 The objective indicated in section 3 of the *Policy on People Management* applies to this directive.
- 3.2 The expected results indicated in section 3 of the *Policy on People Management* apply to this directive.
- 3.3 The specific expected result of this directive is that organizations provide employment opportunities for Canadian students that:
 - 3.3.1 Enrich their academic programs;
 - 3.3.2 Enable them to develop their skills and enhance their employability; and
 - 3.3.3 Offer insights into potential future career options within the federal public service.

4. Requirements

- 4.1 Managers are responsible for the following:
 - 4.1.1 Ensuring that students employed in the organization are either:
 - 4.1.1.1 Hired under one of the approved student employment programs in accordance with the appendix to this directive; or
 - 4.1.1.2 If hired as a specified-period employee or a casual worker, compensated in accordance with the relevant collective agreement or terms and conditions of employment;

- 4.1.2 Providing meaningful work that allows students to learn and contribute to the objectives of the organization;
- 4.1.3 Determining the qualifications and minimum level of academic achievement that an applicant needs for the work to be performed;
- 4.1.4 Ensuring that preference is given to Canadian students over non-Canadian students who are eligible to work in Canada;
- 4.1.5 Ensuring that prior to offering non-Canadian students employment, they are legally entitled to work in Canada;
- 4.1.6 Ensuring when hiring Canadian students for positions abroad that:
 - 4.1.6.1 The student has a valid visa or work permit for the location; and
 - 4.1.6.2 The conditions of employment respect the requirements of the visa or work permit;
- 4.1.7 Ensuring that the student is returning to full-time studies in the next academic year, or if the student is in their final year of study, that they were previously employed under one of the approved student programs;
- 4.1.8 Developing a structured learning plan that sets out the learning goals for the student during their assignment; and
- 4.1.9 Assessing the student's progress during their assignment.

5. Roles of other government organizations

- 5.1 The roles of other government organizations in relation to this directive are described in section 5 of the *Policy on People Management*.

6. Application

- 6.1 This directive applies to the organizations listed in section 6 of the *Policy on People Management*.

7. References

- 7.1 Legislation
 - *Financial Administration Act*
 - *Income Tax Act*

- Public Service Employment Act
- Student Employment Programs Participants Exclusion Approval Order
- Student Employment Programs Participants Regulations

7.2 Related policy instrument

- *Directive on Terms and Condition of Employment for Students*

7.3 Other

- Treasury Board Student Employment Programs in the Federal Government
- Treasury Board Student Rates of Pay.

8. Enquiries

- 1.1 For interpretation of any aspect of this directive, contact Treasury Board of Canada Secretariat Public Enquiries.
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Appendix: Standard on the Employment of Students

A.1 Effective date

- A.1.1 This standard takes effect on April 1, 2020.

A.2 Standards

- A.2.1 This standard provides details on the requirements set out in section 4 of the *Directive on Student Employment*.

- A.2.2 Standards are as follows:

Eligibility criteria

- A.2.2.1 Persons are eligible for employment under one of the approved student employment programs provided they are:

- A.2.2.1.1 Registered as a full-time secondary or post-secondary student in an accredited academic institution; or

- A.2.2.1.2 A person with disabilities deemed to have full-time status by their academic institution; or

- A.2.2.1.3 Participating in adult education and retraining programs at the secondary level, operated under the authority of an

accredited academic institution.

- A.2.2.2 Persons eligible for student employment must furthermore be:
1. returning to full-time studies in the next academic year; or
 2. in their final year of studies and were previously employed under one of the approved student programs.

Recruitment and hiring

- A.2.2.3 The Public Service Commission of Canada manages the recruitment and referral of candidates for student employment in the approved student programs.
- A.2.2.4 Persons previously employed under one of the approved student programs may be re-employed under one of the approved student programs directly by the hiring organization, as long as they continue to meet the eligibility criteria in subsections A.2.2.1 and A.2.2.2.

Duration of assignment and work schedule

- A.2.2.5 Persons employed under one of the approved student employment programs may work:
- A.2.2.5.1 Full-time or part-time during the non-academic term;
- A.2.2.5.2 Part-time during the academic term; or
- A.2.2.5.3 Students in their final year of study may work part-time during the academic term up to their graduation date.
- A.2.2.6 In the case of cooperative programs and internships, the sponsoring academic institution determines the hours of work and duration of the assignment.
- A.2.2.7 In the case of unpaid assignments, the hours of work may not exceed 37.5 hours per week.
- A.2.2.8 Persons may be employed continuously or intermittently for the duration of their academic program, as long as they continue to meet the eligibility criteria in subsections A.2.2.1 and A.2.2.2.

Compensation

- A.2.2.9 Subject to the *Directive on Terms and Conditions of Employment for Students* and any other policy of the Treasury Board, persons employed

under one of the approved student employment programs are to be paid in accordance with the Treasury Board student rates of pay.

A.2.2.10 Persons employed are entitled to be paid every two weeks for the services rendered, at the appropriate pay rate.

A.2.2.11 All payments to persons employed under one of the approved student employment programs are considered employment income under section 6 of the *Income Tax Act*.

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