



Student Monitor Hiring Procedure

Procedure #: 10.3
Publication Date: December 2011
Previous Publication Dates: March 2007; January 2011
Office of Accountability: Human Resources
Administrative Responsibility: Director, Human Resources
Approver(s): Vice-President, Finance & Administration

1. Purpose

This procedure provides guidelines and direction for the hiring of Student Monitors and the assignment of their work.

2. Scope

This procedure applies to the hiring and work assignment for all current and new Student Monitors at the University.

3. Procedure

The hiring of Student Monitors is beneficial to the OCAD University (“OCAD U” or “the University”) community as well as to the individual student. Student Monitors are hired by various departments and for different purposes throughout the University. Despite the wide range of duties and tasks performed by Student Monitors the following practices must be followed when hiring and assigning their work to ensure that appropriate procedural and legislated standards are met, and that this relationship continues to add value to the University and student experience.

Hiring:

While the posting of Student Monitor positions is not required, such opportunities may be listed on the OCAD U website, Student Job Board and any other area deemed appropriate throughout the University. Student Monitor positions may be supported by the University’s Work Study program.

All Student Monitors hired by the University must be informed by their Supervisor that a collective agreement is in effect and be advised of the name of their appropriate Union Steward.

Assignment of Work:

A Student Monitor job description outlining a general list of responsibilities and duties for different types of Student Monitor work is available for reference. Work assigned to Student Monitors must be appropriate to the level of pay and nature and scope of such appointments. Human Resources may be of assistance in making this determination.

When assigning work to Student Monitors, Supervisors have a responsibility to identify the potential health and safety risks inherent in the work being performed, and to provide instruction with respect to safe work practices. Checklists outlining various hazards and appropriate work practices are available for this purpose. Supervisors are encouraged to contact the Safety & Risk Management office for advice and support in this regard.

Compensation:

Student Monitors are compensated according to the OPSEU Unit 2 Collective Agreement.

All Student Monitor positions are paid at the Monitor I hourly rate unless the assigned responsibilities and qualifications required significantly exceed those for Monitor I, and therefore warrant Monitor II classification as outlined below.

In assessing a Student Monitor position to determine the appropriate wage, the following factors will be considered:

1. Duties and responsibilities relative to Monitor I positions, including level of health & safety responsibilities required;
2. Specialized knowledge, related experience, and/or required training;
3. Degree of judgment required and consequences of error; and,
4. Physical demands and other relevant working conditions.

Based on the above-listed factors, exceptions to the Monitor I rate must be recommended by the relevant supervisor, subject to approval by Human Resources, prior to an offer of employment.

Each Student Monitor must fill out a timesheet to receive payment for the services they provide. Each timesheet must contain:

- accurate Student Monitor contact information;
- an accurate Social Insurance Number which has been confirmed by the supervisor; and
- the signature of both the Student Monitor and their supervisor indicating that:
 - the number of hours worked reflected in the timesheet is accurate;
 - the Student Monitor job description was provided; and
 - relevant legislated training (e.g. health and safety, AODA, etc.) was completed.

Note: timesheets submitted without the information listed above will not be processed.

Where a Student Monitor is required to work overtime of one hour or more in excess of (8) hours per day or forty-four (44) hours per calendar week then the Student Monitor will be paid time and one-half the regular straight time hourly rate. In order to qualify for overtime payment the overtime work performed must be requested and authorized by the appropriate Manager or designate. This overtime provision for Student Monitors is in accordance with the OPSEU Unit 2 Collective Agreement.

Safety Boots:

Student Monitors requiring safety boots to safely perform their tasks as determined by their Supervisor will be reimbursed by the University for up to \$100.00 per individual per year. In order to be reimbursed the Student Monitor must provide to their Supervisor proof of purchase of CSA approve safety boots within four weeks of beginning their sessional appointment. Any Student Monitor receiving this benefit must complete at least one semester of work, or will be required to reimburse such payment to the University. This safety boot provision for Student Monitors is in accordance with the OPSEU Unit 2 Collective Agreement.