

STUDENT ASSISTANTS POLICY

NSCAD UNIVERSITY

POLICY No.:	018
SCOPE:	All Members of the NSCAD University Community
EFFECTIVE DATE:	November 12, 2008, approved by the Board

1. INTRODUCTION

The purpose of this policy is to ensure that all members of the NSCAD University Community respect standard procedures on the employment of student assistants.

2. SCOPE

This policy applies to all members of the NSCAD University Community and at every NSCAD location. The term “NSCAD University Community” will be defined to include the Board of Governors, administrators, faculty, students, staff (full-time, part-time, sessional and temporary employees); student employees, student council representatives, contractors, and visitors.

Students hired under the Facilities Management summer work program are an exception to this policy.

3. POLICY STATEMENT

NSCAD University recognizes the benefits of employing student assistants, but wishes to ensure that the employment of student assistants is under controlled circumstances and under consistent terms and conditions.

4. DEFINITIONS

“Responsible Person” for the purposes of this policy includes the Dean, Division Chairs, Faculty, or other designated employees.

“Designated employees” are the principle person in agreed upon reporting lines responsible for an area of the college at a particular time. e.g. the technician on duty.

“Student assistant” means a part-time or full-time student enrolled in a credit course at NSCAD University who is paid to perform work limited in scope and responsibility, and who is not an employee of NSCAD University in any other capacity.

“Supervisor” for the purposes of this policy will refer to the person(s) responsible for the hiring, training and supervision of student assistants

“Trained User” means a person who is using equipment in a particular area and is deemed by the technician to be adequately trained to use that equipment.

5. EXPECTATIONS

All members of the NSCAD University Community responsible for or involved in the hiring, training or supervision of student assistants are responsible for ensuring that all aspects of this Policy on Student Assistants are followed.

6. ENFORCEMENT

NSCAD University will take all reasonable and necessary precautions to ensure that all members of the NSCAD University Community meet the expectations of the policy.

6.1 Education

All new members of the NSCAD University Community are expected to review this policy. This policy will be available and accessible in its entirety on the NSCAD website.

6.2 Monitoring

Managers and **Supervisors** play a crucial role in implementing, monitoring and enforcing University policies. With respect to the Policy on Student Assistants, managers and supervisors will:

- a) Distribute and communicate this policy to all new and existing employees and student council representatives;
- b) Communicate the contents of this policy to all new and existing employees and student council representatives;
- c) Monitor and evaluate current practices and procedures in their respective work areas to ensure that the health and safety standards are being met; and
- d) Facilitate conversations with employees and student council representatives with respect to any concerns they may have regarding current practices;
- e) Provide ongoing education to employees and student council representatives; and
- f) Enforce disciplinary sanctions where appropriate.

7. RESPONSIBILITY FOR POLICY

The employment of student assistants in accordance with the terms of this policy will be monitored by the Dean.

8. HIRING OF STUDENT ASSISTANTS

8.1 Notice of Positions Available

Any member of the NSCAD University Community authorized by the Dean and seeking to employ student assistants shall invite applications by placing written notices in the NOW Bulletin and in any other campus communication. Notices shall include the date the employment is scheduled to begin, the date the employment is scheduled to end, the salary being offered, the scope and nature of work, and the special qualifications required to perform the work. Supervisors are responsible for making decisions regarding the hiring of student assistants as well as for following NSCAD University hiring practices.

8.2 No discrimination

Recruitment and hiring practices at NSCAD University will at all times be in accordance with the Nova Scotia *Human Rights Act*.

8.3 Terms and Conditions of Employment

Remuneration: Student assistants will be paid minimum wage for the work they perform. Remuneration for work requiring specialized skills and knowledge may be established at a higher rate as determined on a case by case basis with approval by the Dean.

Hours: Student assistants are normally entitled to work a maximum of 15 hours per week at NSCAD University. Requests to exceed this time limit may be made in writing to the Dean and will be granted in special circumstances.

8.4 Training

Supervisors are responsible for providing student assistants with the training required for them to be able to perform their assigned duties and responsibilities. Supervisors are also responsible for keeping records documenting the successful completion of the training. Training will include:

- a) an orientation to the workplace,
- b) a training in the standard operating procedure for all tools, equipment and materials to be used,
- c) a health and safety training, which may include First Aid and WHMIS
- d) a training by the Nova Scotia Liquor and Gaming Authority for jobs which include serving alcohol, and
- e) a review of NSCAD University policies.

8.5 Record Keeping Upon Hire

Supervisors are responsible for creating and maintaining records for student assistants, including:

- a) copies of application notices,
- b) curricula vitae of successful applicants,
- c) This signed agreement outlining the scope of work including the disclosure of any work related risks,
- d) time sheets,
- e) records documenting successful completion of training, and
- f) signed acknowledgements related to the review of NSCAD University policies.

Records containing personal information (such as home addresses and telephone numbers) are to be used and maintained by the supervisor in accordance with current laws and policies concerning the protection of personal information.

9. ROLE AND RESPONSIBILITIES OF A STUDENT ASSISTANT

The responsibilities of a student assistant will normally include:

- 9.1** Carrying out routine tasks for staff and faculty under direct and immediate supervision;

- 9.2 Carrying out routine and limited tasks at times when supervising staff and/or faculty are not on hand;
- 9.3 Complying with all aspects of the NSCAD University Health and Safety Policy and all other University and community regulations and laws;
- 9.4 Informing users and visitors of policies and regulations; or
- 9.5 Performing assigned responsibilities during work hours and not school work or non-work related activities.

The responsibilities of a student assistant will not include:

- 9.6 Acting as official representatives or spokespersons of the University;
- 9.7 Having access to confidential information unless specifically authorized to do so by the appropriate Vice-President;
- 9.8 Supervising other University employees;
- 9.9 Providing instruction to other students on course requirements and academic matters,

10. OCCUPATIONAL HEALTH AND SAFETY

10.1 Occupational Health and Safety: General

The Occupational Health and Safety Policy of NSCAD University applies to all student assistants. Student assistants are responsible for complying with all provisions of the Occupational Health and Safety Policy, and with all other regulations and policies of the University. As members of the NSCAD community, student assistants are responsible for reporting hazardous situations to a Supervisor, a Responsible Person, the **Director of Facilities Management**, a **member of the Health and Safety Committee**, **Security**, or to a **first responder**.

The Supervisor is responsible for ensuring that the student assistant is familiar with the Occupational Health and Safety Policy of NSCAD, for providing them with any protective equipment and clothing required in the workplace, and for making MSDS information available. Written and easily-accessible Standard Operating Procedures for all equipment as well as Emergency Procedures are to be provided to all student assistants by their Supervisor. WHMIS training for all student assistants can be arranged free of charge through the Director of Human Resources. First Aid Training may be a requirement of employment for certain student assistants (as recommended by the Occupational Health and Safety Committee) and may be provided free of charge where necessary.

10.2 Occupational Health and Safety: Training

In all studios, labs and shops, the Technician is responsible for providing information and training on the safe **operating procedures (SOPs)** for all equipment and processes. Technicians are responsible for ensuring that student assistants are trained to use the particular equipment required in the scope of their duties.

Technicians are in charge of recording all access to facilities. They must identify successfully trained users by name and must put in writing the date and hours for which access is provided, the room capacity, the equipment which may be used, and any other pertinent details.

10.3 Occupational Health and Safety: Risks

Potential health and safety risks include working late, working alone, and handling valuable items. The nature of these risks may be electrical, chemical or physical. The responsibility to minimize risks is a shared one. Students, including student assistants, may give their informed consent to performing work that requires some exposure to materials, processes, tools or equipment that could present health and safety risks. The exposure to risk must be deemed reasonable and must be in accordance with the accepted standard of care. The Supervisor has a responsibility to disclose to the student, in writing, any potential risks. Where necessary, appropriate training must be provided to the student and such training must be completed successfully prior to exposing the student to any potential risks. This training will have to be documented in writing by the Supervisor.

10.4 Occupational Health and Safety: Unacceptable Exposure to Risks for Student Assistants

The following list of “Unacceptable Risks” identifies hazardous studio and shop equipment, tools, materials and processes that may not be carried out by a student assistant except when a Technician, Supervisor or Responsible Person is present or has given permission in writing. These risks may change and are not necessarily limited to the following:

Gallery Assistance

No use of scaffolding equipment

Woodshop/ Woodshop Technician

No use of stationary power tools.

Metalshop/ Metalshop Technician

No access to facility for untrained users.

Foundry/ Sculpture Technician

No use of furnace, propane, hoist, pour area, and no filling of lamps.

Plastics/ Fabrication Technician

No access to facility.

Sculpture/ Sculpture Technician

No changing blades, splitting stones, repairing or adjusting equipment.

Ceramics/ Ceramics Technician

No clay mixing or glaze preparation.

Jewellery Metal Smithing/ Jewellery Technician

No access to facility for untrained users.

Weaving/ Textiles Technician

No chemical mixing, loom set up or repair.

Dye and Print/ Textiles Technician

No chemical mixing, equipment adjustment or repair.

Fashion/ Fashion Technician

No changing blades, making tension adjustments or machine repairs.

Dawson Printshop/ Printshop Technician

Paper cutter with safety feature may be used by trained students. No unsupervised use of other equipment.

Film Department/ Film Technician

No lighting modifications or repairs.

Painting/Drawing/ Painting Technician

No use of stationary power tools, no replenishing or disposal of solvent.

Printmaking/ Chair of Fine Arts

No mixing or dispensing of chemicals, rosins or sprays.

Photography/ Photo Services Director

No mixing or moving of chemicals, no moving, repairing or adjusting of equipment.

Product Design/ Fabrication Technician

No access to facility for untrained users.

11. RELATED RESOURCES AND LINKS

NSCAD University Occupational Health and Safety Policy

<http://www.nscad.ns.ca/info/healthpolicy.pdf>

Collective Agreements (FUNSCAD Unit I, Unit II, NSGEU)

<http://www.nscad.ns.ca/info/index.html>

Nova Scotia Department of Labour and Environment

<http://www.gov.ns.ca/enla/>

Canadian Centre for Occupational Health and Safety

<http://www.ccohs.ca/>

Young Worker Resources

<http://www.gov.ns.ca/enla/healthandsafety/workers.asp>

Nova Scotia Safety Council, Youth Safety Portal

<http://youthsafetyportal.ca/about.php>

NSCAD Discrimination and Harassment Policy Link

<http://www.nscad.ns.ca/info/discrimharasspolicy.pdf>

Use of Facilities Policy Link

<http://www.nscad.ns.ca/info/studentusepolicy.pdf>

Code of Student Conduct link

<http://www.nscad.ns.ca/pdf/universitypoliciesguide.pdf> (page 33)

ACKNOWLEDGEMENT

1. I have received, read and understand the NSCAD Policy on Student Assistants.
2. I understand that it is my responsibility to follow NSCAD University's policies, including but not restricted to this Policy on Student Assistants accessed at [INSERT ACCESS]

Employee/Student Representative [Print Name]

Signature

Date

Supervisor of Student Assistant

Signature

Date