



## Hiring Student Worker General Guidelines

### 1. Student Job Postings

Allard HR can provide you with a template for posting a student worker job. You can post jobs at the [UBC Careers](#) Page for students. You can also post it though Allard Career Centre. Please reach out to Allard HR should you require assistance in job posting.

### 2. Start Dates

All Student Workers must be formally hired via Workday before they begin any work, including training or preparation. Start dates reflect the work NOT the term or course start date.

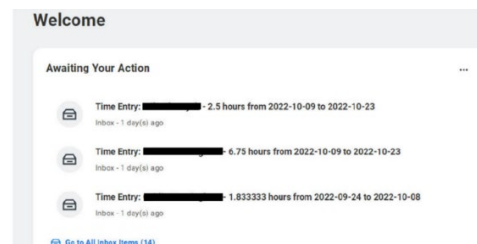
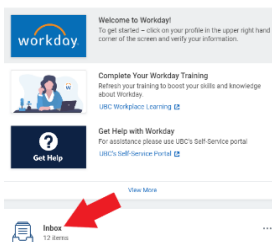
### 3. Hiring Timelines

Due to the large volume of student appointments and multiple steps to complete a hiring process in Workday, HR requires a minimum of **2 weeks** to process appointments.

In order to provide Allard student appointment specialist with enough time to gather the required information, please submit the completed student appointment form (SAF, Section 1 & 2) **at least 3 weeks** before the work is to begin. This will give the Allard student appointment processor sufficient time to process the appointment in Workday.

### 4. Workday

Be familiar with Workday and your supervisor role. Regularly check your inbox for any tasks such as timesheets approval, appointment approvals, or other. Remember that timesheets must be approved on the 7th and 21st of each month, in order for the students to be paid on the regular pay cycle. [https://ubc.service-now.com/selfservice?id=kb\\_article&sys\\_id=03df94601b0e95141cfdeac3b24bcb09&table=kb\\_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=03df94601b0e95141cfdeac3b24bcb09&table=kb_knowledge)





## 5. Maximum Hours Worked

Remember that students can work **10 hours per week, per appointment during the Academic year**, and 20 hours during the summer term. There is no flexibility in the maximum hours worked during a Worklearn appointment. Worklearn will not fund any hours above the maximum weekly amount. Please speak to HR if you have any concerns about the hours your student needs to work.

## 6. Multiple Appointments and Overtime

Ask your Student Worker about any additional appointments they have at UBC and the hours they work for those appointments.

Make sure your Student Worker does not work overtime or Stat Holidays (paid at 1.5 the regular rate), without your prior written approval. Please refer to the Stat Holiday list at the bottom for exact dates.

Note that UBC is one employer under Employment Standards. This means overtime is based on total hours worked at UBC as a whole, not by department or by appointment. Overtime applies when a person works more than 8 hours in a day or 40 hours in a week.

*For example: Louise has an RA appointment in Law, as well as a second RA appointment with the Faculty of Arts, and a Work Learn appointment with the Faculty of Education. On Monday, they work 8-12 for Education, 1-3 pm for Arts, and then 4-8 pm for Law. This would result in the last 2 hours at Law being paid as overtime.*

Statutory Holidays		
	2025 Calendar	2026 Calendar
<b>New Year's Day</b>	Wednesday, January 1	Thursday, January 1
<b>Family Day</b>	Monday, February 17	Monday, February 16
<b>Good Friday</b>	Friday, April 18	Friday, April 3
<b>Victoria Day</b>	Monday, May 19	Monday, May 18
<b>Canada Day</b>	Tuesday, July 1	Wednesday, July 1
<b>B.C Day</b>	Monday, August 4	Monday, August 3
<b>Labor Day</b>	Monday, September 1	Monday, September 7
<b>National Day for Truth and Reconciliation</b>	Tuesday, September 30	Wednesday, September 30
<b>Thanksgiving Day</b>	Monday, October 13	Monday, October 12
<b>Remembrance Day</b>	Tuesday, November 11	Wednesday, November 11
<b>Christmas Day</b>	Thursday, December 25	Friday, December 25



## **7. Performance management**

As their direct supervisor, you are responsible for managing your student workers' performance. This means setting clear expectations of the work required and standards that are expected, as well as ensuring the student worker has sufficient training and support to complete their work duties.

It is important to regularly communicate with your student about their progress in the role. You must also ensure they have the support they need to complete the necessary tasks.

If you have concerns about your students works performance, you must speak to Allard HR promptly before taking formal corrective action.

## **8. Behaviour Management**

Student Workers are also bound by the same core policies as staff & faculty, including, [UBC Statement on Respectful Environment](#) , [UBC Discrimination Policy \(SC7\)](#), [Sexual Misconduct Policy \(SC17\)](#).

Student workers must demonstrate proper employee behaviour, including proper attendance (timeliness, reporting absence in advance), professionalism, and honesty.

If you have concerns about your student's conduct, it is important that you work with Allard HR, so that we can initiate the proper HR process to address such concerns.

## **9. Ending The Appointment**

Most often, appointments conclude when the term appointment comes to an end. If a student resigns prior to the end of their appointment, please ensure you obtain a written resignation.

Should you need to end an appointment before the specified term, student employees require notice in accordance with the [BC Employment Standards Act](#). If you need to end a student's appointment early for any reason, please contact Allard HR for assistance.

For more details about [managing a student employee](#), please visit the attached links.

For more detailed information about managing Student Workers, you can refer to the [UBC Employee Handbook for Students](#) or reach out to the Allard HR team.