

1.0 Purpose

- 1.1 The University of New Brunswick employs students for some part time and seasonal positions. In order to ensure that such students are compensated fairly and consistently the University has established a schedule of student rates which will be reviewed regularly.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy applies to registered undergraduate students employed in part time or seasonal positions by the University in administrative, operational and technical categories. This policy does not apply to students employed in academic areas such as markers, readers and demonstrators.

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 METHOD OF DETERMINING RATE: Students selected for part time or seasonal positions will be assessed for placement within the salary scale (Appendix A) by the hiring department. This assessment will take into consideration the students relevant academic background, related experience and responsibilities assigned.
- 4.2 PROCEDURE: Once the hiring department has assessed the hired student's qualifications and determined the appropriate salary rate placement, a Staff Change Form is to be completed and submitted to the Department of Personnel Services.
- 4.3 ANNUAL REVIEW: The table containing the student pay range (Appendix A) will be reviewed Annually

5.0 Interpretation and Questions

- 5.1 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 sjd@unb.ca.