Sussex NEW BRUNSWICK	POLICY		
	P-8	STUDENT EMPLOYMENT	
ORIGINAL ISSUE:	May 21, 2013	REVISION:	June 2026
COUNCIL APPROVAL:	June 22, 2026	Signature:	

PURPOSE:

To define the procedures and conditions for student hiring and employment within all Departments of Sussex. These procedures shall reflect fair and equitable treatment for the process of hiring and employment of student employees in Sussex.

SCOPE:

Hiring of any student employees by Sussex.

DEFINITIONS:

a) ***"Employment Period"*** is defined as the term of employment within any calendar year.

b) ***"Immediate Family"*** is defined as father, mother (or alternatively stepparents, foster parents), brother, sister spouse (or common-law spouse residing with the student), dependent child, stepchild, ward, father-in-law, mother-in-law and relative permanently residing in the student's household or with whom the student permanently resides.

c) ***"Residency"*** is defined as living within the municipal boundaries of Sussex.

d) ***"Student"*** includes any person who is enrolled full time in a Secondary or Postsecondary Institution during the academic year in which he/she is applying for employment; and is entering into a fulltime educational institution following the employment period; and has a legal right to work in Canada.

PROCEDURE/ IMPLEMENTATION:

Request Procedure

a) Department Heads will submit a request to hire a student to the Chief Administrative Officer (CAO). which shall include a job description outlining the qualifications required and the duties the student will be required to perform. Verification if the student wages are included in the current budget will also be required.

Student positions will be determined based on budget availability and departmental need during budget preparation of the fiscal year, and the approved operating budget of Sussex.

b) The C.A.O. will review the request and supporting documentation for completeness and will inform the Department Head of the methods and timing to fill the vacancy.

c) The C.A.O., or designate, has the authority for the approval of the hiring of a student.

d) Department Heads are authorized to initiate the hiring process, select and interview prospective candidates and make a final selection of the most suited candidates under this policy.

Student Eligibility

Individuals applying for student positions shall meet the following criteria:

a) Must have completed Form No. P-08-001: Student Employment Application (found at www.sussex.ca).

b) Must be 16 years of age by May 1 of the application year;

c) Must be in a secondary school, college or university and must be returning to school on a full time basis following the employment term.

d) Must be able to work the entire term that was advertised.

e) Must be legally entitled to work in Canada

f) Returning students will be allowed to apply and must meet the same criteria and use the same application methods as stated within this policy.

g) Returning students must have a satisfactory performance review from the previous year to be reconsidered.

h) Students are able to return for no more than four (4) consecutive years unless approved otherwise.

Student Hiring Procedure

a) Only applications received on Form No. P-08-001: Student Employment Application will be accepted.

b) Applications must be received by the Town no later than the deadline established by the Town.

Preference will be given to residents of Sussex where operationally appropriate and consistent with funding requirements..

c) In the event that more applications are received than available positions, an interview process will be held for those students who have applied as a returning student and new applicants to determine the most qualified individuals to fill the positions.

d) Students selected for an interview will be contacted at the telephone number provided on the application form. Only three (3) attempts will be made to contact individuals and, if unavailable, their name

will be eliminated from the process.

e) A successful applicant will be offered a position based on the results of their interview and consideration of qualifications and experience demonstrated on their application and those demonstrated at the pre-employment interview. If he/she refuses the position being offered, his/her name will be eliminated from the process and the next suitable candidate will be offered the position.

f) Offers of employment that result shall not be considered guarantees of employment for the entire term. Acceptable performance and attendance and adherence to town policies are required to maintain the position.

g) All offers of employment shall be communicated by the Department Heads to the suitable candidates in writing.

h) Students offered employment, within the time period stated in the employment offer and prior to starting the first day of employment, shall file with their Department Head a Criminal Records Check (CRC) signed by the Sussex Detachment of the RCMP and dated no earlier than 30 days prior to the written offer of employment with the Town.

i) Students are required to fill out a Personal Tax Credits Return for the year in which they are employed and submit to the Payroll Clerk a void cheque or Payroll Direct Deposit Authorization Form from their bank.

General Conditions

a) The Department Heads shall set the student's hours of work consistent with departmental practice.

b) Hiring of immediate relatives is only restricted in as much as they cannot be employed in situations where a direct supervisory relationship would or could exist.

c) Students who cannot produce documentation when requested to confirm their eligibility and who do not comply with any of the requirements noted above will be eliminated from consideration.

Compensation

a) Student employees are entitled to be paid an hourly rate (base wage) for the services rendered, at the appropriate pay rate as outlined in the Student Wage Scale attached as Schedule "A". Wages outlined in this table will be adjusted with changes to the minimum wage in New Brunswick, as needed. In addition to this base wage, returning students will be eligible for the return incentives outlined as applicable.

b) A student shall be compensated for overtime provided that:

- the delegated manager requested the student to work overtime;
- the student did not control the duration of the overtime period; and
- the delegated manager certifies the duration of the overtime worked and authorizes the compensation.

c) The Public Works and Community Services Departments shall not endeavour to participate in student overtime as to not adversely affect the hours of work of the regular unionized employees of CUPE Local 2163.

d) In lieu of vacation, students are entitled to vacation pay, equal to four per cent of their total regular and overtime earnings.

e) A student is entitled to be paid for a statutory holidays in accordance with the Employment Standards Act (New Brunswick) and travel time in accordance with town policy guidelines if the travel time is requested by the immediate supervisor.

f) All travel outside of Sussex must be authorized by the Department Head.

g) Travel by private motor vehicle for work related assignments may be authorized by the Town. In such cases, the student is entitled to the applicable kilometric rate plus the necessary costs incurred en route for tolls for roads, ferries, bridges and tunnels if so applicable to the authorized travel.

Employment Leave

a) Students are not entitled to leave with pay.

b) Students are not entitled to paid sick leave and do not accrue sick leave credits.

c) The Department Head may grant leave without pay for any purpose, but not beyond the specified period of the student's assignment.

Lay-off

Layoffs will be in accordance with the Employment Standards Act.

Performance Review

All students are to receive a performance review from their immediate supervisor prior to the end of their assignment. The completed review will form part of their personnel file and shall be used in the decision to re-hire the student in subsequent years.

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SCHEDULE A – STUDENT WAGE SCALE

Position	Base Wage (Min. Wage +)	Return Incentive				
		1yr	2yr	3yr	4yr	5yr
Labourer (Community Services and Works)	$0.25	NA	$0.25	$0.25	$0.50	$0.50
Programs - Staff (Community Services)	$0.50	NA	$0.25	$0.25	$0.50	$0.50
Programs - Supervisor (Community Services)	$1.00	NA	$0.25	$0.25	$0.50	$0.50
VIC – Councillor (Community Services)	$0.50	NA	$0.25	$0.25	$0.50	$0.50
VIC – Supervisor (Community Services)	$1.00	NA	$0.25	$0.25	$0.50	$0.50
Administrative Support (Community Services / Town Hall)	$1.00	NA	$0.25	$0.25	$0.50	$0.50
Engineering Assistant (Works)	$2.00	NA	$0.25	$0.25	$0.50	$0.50