Sheridan at CCTT

Co-op Employer Accountabilities

Employers/Supervisors of Sheridan at CCTT Co-op students are expected to adhere to the below responsibilities.

Hiring Process:

Some key details, including accurate job descriptions and insurance information, must be provided to Sheridan at CCTT during the job posting and hiring process. Any questions should be directed to the Student Affairs Office. All employers must:

- Provide accurate company and job-specific information via correspondence with the Co-op Office.
- Confirm whether the organization has WSIB and CGL or equivalent liability insurance coverage.
- Confirm insurance requirements are met, particularly for positions with hybrid or onsite work environments. CGL or equivalent liability insurance must exist, along with equivalent of WSIB for out-of-Ontario positions. By proceeding with a Sheridan at CCTT student in a hybrid or onsite position, an Employer confirms that they hold adequate liability insurance that will protect its employees.
- Pay competitive wages in accordance with the student's program, work term level and academic level.
- Complete any forms requested for signature by the Sheridan at CCTT Co-op Office prior to the work term commencing (i.e. Employer Insurance Declaration, Unpaid WIL Experience Agreement).

Unpaid Positions:

If you are hiring for a program that supports unpaid/volunteer positions or offers an honorarium, you must provide requested details for pre-approval by the Co-op Office. To be approved, an unpaid position would need to clearly demonstrate the following:

1. The student will derive greater benefit from the experience than the employer.
2. The student will be receiving training similar to that which is delivered through their educational program.
3. The student is not performing duties that would normally be assigned to a paid employee.

To host students for unpaid work, you must have two documents on file with Sheridan at CCTT including an: Employer Insurance Declaration and an Unpaid WIL Experience Agreement. Most agreements have a 5-year term. To verify that your documents are still valid, please check with your Job Developer. As a reminder, when you signed the Employer Insurance Declaration, you agreed to report any workplace injuries: "we confirm our commitment to immediately report any workplace injuries or disease to the student's college. This agreement will remain effective for all future student placements, within a 5-year term, unless cancelled by either party".

Onboarding:

A thoughtful onboarding will help to ensure that both students and employers are aligned in expectation and

understanding. Employers are to:

- Provide the student with a high-quality, program-relevant learning opportunity where they can make a real contribution to the workplace.
- Work with the student to develop learning objectives and support the student in working towards them.
- Obtain the student's emergency contact information. If you are ever unable to reach the student, please contact the Co-op Office directly.
- Provide the student with contact information (phone and email addresses) for their supervisor, team members and other company employees as required.
- Ensure the student receives adequate training, supervision, regular guidance, and is provided the opportunity to learn the job.
- Prepare the student's co-workers and other staff for the arrival of the student, whether onsite or remote.
- Provide the student with an orientation to the workplace, including an overview of the organization (e.g. mission statement, products, etc.), physical layout (if applicable), relevant personnel, and the duties or tasks expected during the work term.
- Provide the student with information about the required methods of communication, their ability to be reached by your organization, a plan for check-ins, meeting expectations, and all other expectations involved with remote work.
- Ensure the student has the necessary technology to conduct work.
- Provide Health & Safety training for the student in accordance with The Occupational Health and Safety Act.
- Provide the student with all company policies and procedures, including but not limited to information about expected workhours, breaks, lunch break, how to submit requests for time off, how to submit sick time, etc.
- Consider a review of Sheridan's additional resources for on boarding and supervising remote Co-op students for workplace success. https://sheridancollege.libguides.com/c.php?g=715482&p=5102597&preview=2531a8fc9cc757ba8b053f9d7be c59da

Additional Employer Obligations:

General employer responsibilities and additional scenarios requiring Sheridan at CCTT approval are noted below. Employers agree to:

- Provide a work environment that is positive, supportive, safe and free of harassment as per the Ontario Human Rights Code.
- Uphold their responsibilities under the Accessibility for Ontarians with Disabilities Act (AODA) as with all workers in the organization.
- Honour the terms and conditions agreed to at the time of the job offer including hours, duties and compensation.

- Complete an Employer Evaluation form.
- Communicate with the Co-op Office regarding any issues or concerns related to the student and/or the Co-op position.

- Determine their eligibility to receive the Co-operative Education Ontario Tax Credit. The CETC is bounded by the terms outlined by Canada Revenue Agency which administers the program on behalf of Ontario, through the federal income tax system. Click here for CETC information.

- Disclose upfront whether they are a home-based business. Co-op attempts to give students experience in an environment that approximates the typical in-person or virtual workplace where the program's graduates traditionally find employment. As such, home-based businesses are not approvable Co-op work environments. Leadership review is required for any such roles and typically only remote positions will be approved.

- Ensure that remote work positions can be completed from a student's home on their computer. Any remote position fulfilled by a Sheridan at CCTT student is approved for remote work only.

- Communicate any changes in location for remote work (i.e. transfer a remote student position to hybrid or onsite) with a minimum of two weeks' notice. Reasons for this include:

    - Additional documentation and insurance policies may be requested as part of this evaluation.

    - Ample time may be required for students to make alternate arrangements that will allow them to participate in onsite work (i.e. transportation, childcare, etc).

Academic Integrity:

During the work term, both the Co-op Student and the Co-op Employer agree to uphold the highest standards of academic integrity. Any misrepresentation of information or failure to adhere to outlined expectations is a breach of academic integrity at Sheridan at CCTT and may result in termination of the work term placement.

Both parties acknowledge that academic integrity is essential in maintaining a fair and equitable learning environment and ensuring the credibility of the co-op experience. By agreeing to these terms, the Co-op Employer commits to promoting and upholding these principles throughout the duration of the employment period.

Any questions regarding Co-op positions, approvals and processes are to be directed to the Co-op Office. Employers can reach out to the Employment Advisor for assistance.