



IGNITE PROGRAM SUMMARY 2021-2022

Important Information for Supervisors

Ignite is an inclusive experiential Learning program that will continue to subsidize on-campus employment opportunities at the University of Windsor throughout 2021-2022. [Career Development & Experiential Learning](#) (CDEL) coordinates the program and administers the funding in partnership with Student Awards & Financial Aid.

JOB PROPOSALS

- To be considered for funding through this experiential learning program, job proposals must:
 - Provide an opportunity for a student to apply their skills and knowledge in an authentic work setting and be exposed to authentic workplace demands;
 - Identify at least one competency that can be developed by students that take on the role;
 - Articulate at least one learning outcome that can be achieved by students that take on the role;
 - Incorporate direct supervision, mentorship, and feedback by one or more faculty or staff members.
- Job proposals can be made for one-term (Fall only OR Winter only) or two-term (Fall AND Winter) positions. There is currently no plan to open another call for proposals for Winter 2022 positions only. Supervisors are encouraged to apply for funding for all Fall 2021 and Winter 2022 hiring needs by the July 21st deadline.
- A job proposal can request multiple openings, but a separate proposal is required for every unique position.
- Job proposals are to be [submitted via Qualtrics](#) by July 21, 2021.
- Individuals that sit on Provost's Council will have an opportunity to review all submissions under their portfolio and claim a certain percentage they deem as a priority for their operations. Remaining proposals will be reviewed, scored, and ranked using a comprehensive rubric and applicants will be notified of results by August 27th.
- If circumstances change and supervisors no longer wish to hire for a position they proposed or are funded for, they can report the change and the (potential) funding can be reallocated to another proposed Ignite position that was not previously funded. If CDEL is made aware before hiring, chances of future funding will not be affected.

FUNDING STRUCTURE

- Supervisors set hourly rate of pay at or above minimum wage, which is set to increase to \$14.35 on Oct. 1, 2021.
- Supervisors will be reimbursed up to \$2,000 for a two-term position or \$1,000 for a one-term position on actual expenditures on hourly wage, vacation pay, and other mandatory payroll costs (Holiday Pay, EI, CPP, EHT, etc.).
 - Any expenditures over and above the funding allocation from Ignite will be the responsibility of the department.
 - Reimbursement is capped at \$2000 for any one student.
- Before submitting a proposal, applicants must confirm they have authorization to hire employees AND oversight of an operating budget or research/trust account to pay student employees. Applicants without this permission themselves must confirm they have been granted permission by the person in their department or faculty that does (dean, dept. head, director, manager, etc.) and provide that person's name, title, and email address.
- If there is no additional budget over and above the Ignite finding, it is the responsibility of the supervisor and department to keep track of hours worked to ensure that they stay within budget. Calculations for approximate number of hours that can be worked for each \$1000 allocation are available on the [website](#).
- Ignite students must be paid from the supervisor's operating or trust/research grant student casual wage account with a WKS classification ending in 81520 (operating accounts) or 67160 (trusts and research accounts). Payments made from accounts without this classification will not be reimbursed.
- Ignite-funded positions can be shared across multiple students and/or supervisors can use up the allocated funding by hiring a new student into an Ignite position if an earlier hire does not fulfill the role.
- Accounts are reimbursed in February for positions that used up their funds already and the rest are processed in May.
- Leaving a significant portion of allocated funds unused may reduce likelihood of receiving future funding.

STUDENT ELIGIBILITY

- A student can only hold one Ignite-funded position each year and once hired cannot move to a different Ignite position. The only exception is when a student is hired into a Fall-only position and is then hired into a different Ignite role for Winter.

- Please note that participation in the Summer 2021 Ignite Pilot does not affect a student's eligibility for the Fall 2021 and Winter 2022 terms.
- To be hired into an Ignite-funded position and eligible to work on campus through this program, students must:
 - Be in good academic standing (cumulative average of 60% or higher and not be on academic probation);
 - Be registered in a minimum course load (60% for domestic; 80% for international; 40% for students with a documented permanent disability);
 - Not be on a co-op work term in the semester they are employed in an Ignite position;
 - International students must have a fully approved study permit and a valid Social Insurance Number (SIN).
- Students cannot work more than 24 hours per week on campus (across all roles they may be hired into) and students with a GA role are limited to 100 hours of other work per semester.

STUDENT JOB APPLICATIONS, HIRING AND PAYROLL

- Positions approved and awarded Ignite funding are subject to review by Human Resources before a student can be hired.
- All funded jobs will be posted on mySuccess and students who meet the requirements may apply beginning September 7th. Supervisors may also recruit candidates through their own channels, but the job(s) will still be entered in mySuccess.
- Students that meet all the eligibility requirements can begin working as early as September 7th and must attend a Launch Session within two weeks of their first day of work. Students are to be paid for attending the 30- or 60-minute session.
- Supervisors must carefully review the [Student Appointments information from Human Resources](#) and Ignite eligibility requirements with candidates prior to submitting the [Ignite Student Hiring Authorization](#). Students cannot commence work duties until a completed New Hire Package has been submitted, reviewed, and approved by Human Resources.
 - Students can be hired for Fall-only or Fall & Winter positions until Friday, October 29th.
 - Funding for positions that remain vacant after October 30th will be retracted and reallocated.
 - Hiring deadline for Winter 2022 positions or replacements for Fall & Winter roles that have been vacated is February 25th, 2022.
- If a student is found to be ineligible to hold an Ignite-funded position, the funds owing/paid to that student will NOT be reimbursed. It is advised that supervisors wait for a confirmation of the student's eligibility prior to having them start work.
- Supervisors or designates must submit Ignite timesheets to Payroll and pay students an hourly wage on a bi-weekly basis.

REFLECTION ACTIVITIES

- Onus is on both supervisors and Ignite student employees to complete check-ins. Two check-ins (Initial and Final) are required for students hired into Ignite.
- After the check-ins, students must complete an online final reflection on their experience directly on Qualtrics.

Summer 2021	Fall 2021	Winter 2022
June 28: Proposals open July 7: Supervisor Information Session 11am July 9: Proposal drop-in hours (11am-1pm) July 15: Supervisor Information Session 3pm July 16: Proposal drop-in hours (11am-1pm) July 21: Proposals Close July 26-Aug. 6: Deans and AVP feedback Aug. 27: Supervisors will be notified of funding results	Sept. 7: <ul style="list-style-type: none"> • Eligible first day of work • Fall and Fall/Winter jobs go live on mySuccess Sept. 8: First Fall Launch Session Oct. 29: Deadline to hire a student Dec. 12: Fall final payroll submission Dec. 22: Last day of work for Fall	Jan. 3: <ul style="list-style-type: none"> • Eligible first day of work • Winter job postings and Open Fall postings go live on mySuccess Jan. 4: First Winter Launch Session February: First reimbursement (some positions) Feb. 25: Deadline to hire a student Apr. 14: Last day of work Apr. 17: Final payroll submission May: Final reimbursements Processed

QUESTIONS? INTERESTED IN LEARNING MORE?

CDEL will be hosting [supervisor information sessions](#) on July 7th and July 15th, 2021 to provide a general overview of the program and process. Questions can also be directed to the Ignite Program Coordinator at ignite@uwindsor.ca or discussed at [Ignite Proposal Drop In Hours on Friday July 9th and 16th from 11am-1pm](#).