



## IGNITE PROGRAM SUMMARY – UPDATE FOR WINTER 2022 CALL

### Important Information for Supervisors

Ignite is an inclusive experiential learning opportunity for students that provides subsidy for on-campus employment opportunities at the University of Windsor throughout 2021-2022. The Office of [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 (Winter only).
- 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 November 21, 2021.
- Individuals that sit on Provost's Council will be sent a copy of all submissions under their portfolio shortly after the deadline for review. Depending on the number of total submissions, they may also have an opportunity to claim a certain number 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 December 13, 2021.

#### FUNDING STRUCTURE

- Supervisors set hourly rate of pay at or above minimum wage. An increase to \$14.35 was implemented on October 1, 2021 and the Ontario government has proposed another increase to \$15 on January 1, 2022.
- Supervisors will be reimbursed up to \$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 \$1000 for any one student.
  - Calculations for approximate number of hours covered by each \$1000 allocation are available on the [website](#).
- 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.
- 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. 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 May before the books are closed for year end.
- Leaving a significant portion of allocated funds unused may reduce likelihood of receiving future funding.

#### STUDENT ELIGIBILITY

- Students can only hold one Ignite-funded position from September to April each year. Once hired they cannot move to a different position except when they are hired into a Fall-only position and then into a different Ignite role for Winter.
- 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 January 3, 2022. 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 January 3, 2022 and must attend a paid 30-minute Launch Session within two weeks of their first day of work.
- 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.
  - Hiring deadline for Winter 2022 positions or replacements for Fall & Winter roles that have been vacated is February 25<sup>th</sup>, 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.

### TIMELINE

Fall 2021	Winter 2022
<p><b>Nov. 8:</b> W22 Qualtrics application open</p> <p><b>Nov. 21:</b> W22 application deadline</p> <p><b>Nov. 22 – Dec. 6:</b> Review, ranking, and scoring of submissions</p> <p><b>Dec. 13:</b> Newly approved W22 positions announced to supervisors</p> <p><b>Dec. 22:</b> Last day of work for F21 positions or students not returning to role in W22</p>	<p><b>Jan. 3:</b></p> <ul style="list-style-type: none"> <li>• Eligible first day of work</li> <li>• Winter 2022 job postings go live on mySuccess</li> </ul> <p><b>Jan. 4:</b> First Winter Launch Session</p> <p><b>February:</b> First reimbursement (F21 only positions and F21-W22 position that exhausted \$2000 of funding)</p> <p><b>Feb. 25:</b> Deadline to hire a student</p> <p><b>Apr. 15:</b> Last day of work</p> <p><b>May:</b> Final reimbursements Processed</p>

### QUESTIONS?

Questions can be directed to the Ignite Program Coordinator at [ignite@uwindsor.ca](mailto:ignite@uwindsor.ca).