

**Co-op Students (Education Workers)**

Updated: 2022

Issue: The presence of Co-op students in the workplace must not be allowed to detrimentally affect employees' terms and conditions of work.

Co-op students are often placed in school board workplace settings in order to secure work experience. Therefore, it is important that guidelines for the use of Co-op students be put in place that are acceptable to potentially affected Education Worker Bargaining Units.

The guidelines should specify, among other things, that employees will not have their duties changed or reduced due to the presence of Co-op students. In addition, the use of Co-op students should not result in employees being laid off, laid-off employees not being recalled, or vacancies going unfilled. Guidelines must also address any safety and liability issues that may arise as a result of the work performed by a Co-op student.

Should a strike by employees occur it is imperative that co-op students placed in the workplace of the striking employees be immediately removed and relocated.

Potential problems associated with placing co-op students in a workplace setting where members of an Education Worker Bargaining Unit are employed may be lessened if the school board has the courtesy to notify the Bargaining Unit President in advance and provide a list of the placed students.

In addition, an understanding of how to handle situations dealing with a placed student's workplace activities, where these are of concern to Bargaining Unit members, should be reached.

**RECOMMENDED CLAUSES:**

XX.01 Should a strike or lock out involving Education Workers occur, co-op students shall be immediately removed from workplaces where Education Workers perform their job functions.

- XX.02 A list of co-op students and their pending placements will be shared with the president of the Bargaining Unit for consultation prior to the commencement of placement.
- XX.03 If at any time, there is a disagreement about the Work Placement Program or a co-op student's activities while in the workplace, the Education Worker Bargaining Unit President will contact the Human Resources Manager to convene a meeting of representatives from the Education Worker Bargaining Unit, work site and appropriate administrative staff in order to attempt to alleviate the problem.
- XX.04 Employees shall not have their duties modified nor their hours of work changed or reduced due to the use of Co-op students in the workplace.
- XX.05 No employee shall be laid off nor shall the Employer refuse to recall a laid-off employee owing to the use of Co-op students in the workplace.
- XX.06 The Employer shall not refuse to fill vacancies due to the use of Co-op students in the workplace.