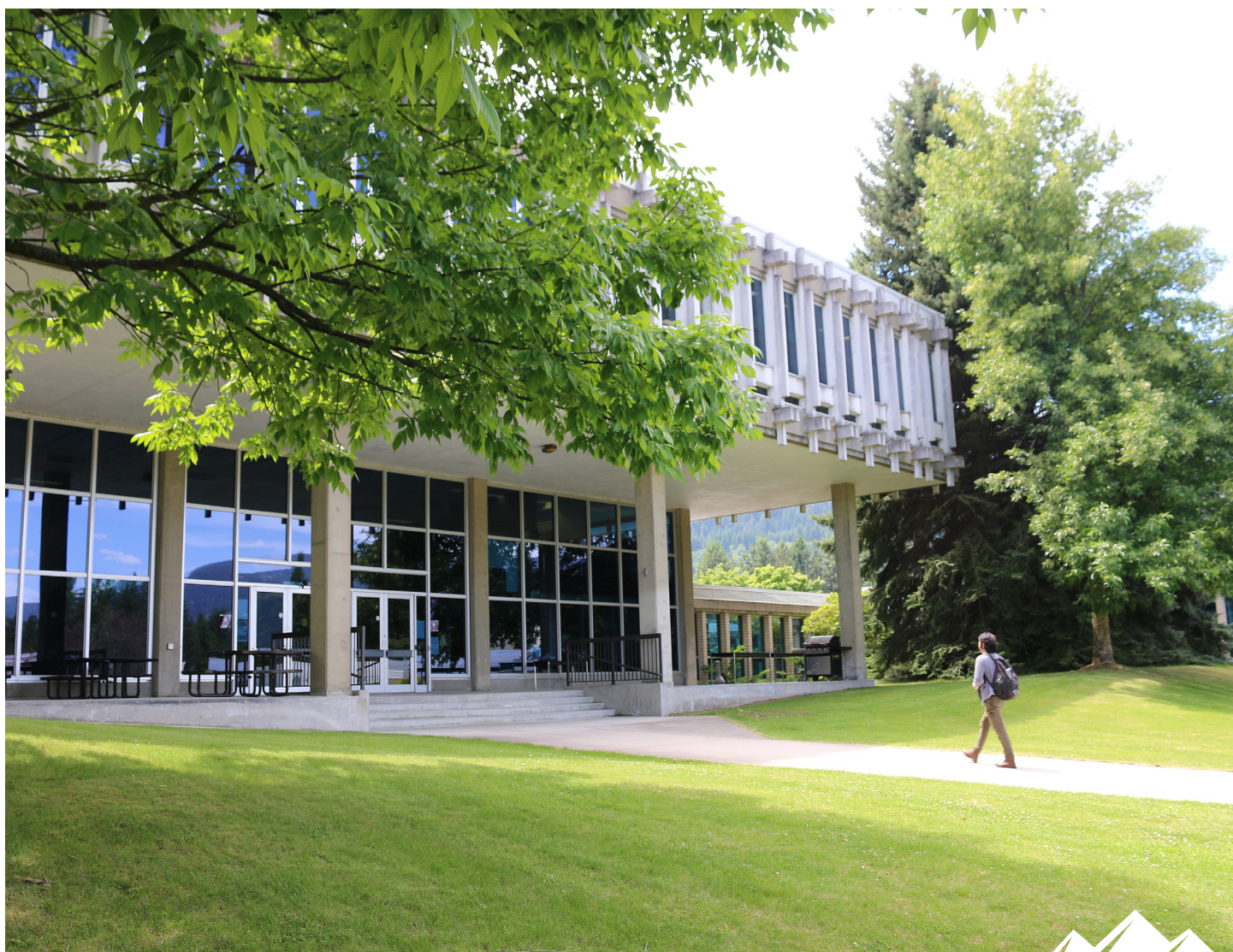


# Work Study Program

HANDBOOK FOR SUPERVISORS



# Table of Contents

Introduction .....	3
Student Eligibility .....	3
Responsibilities of the Work Study Supervisor.....	3
Additional Information for Supervisors.....	4
General Hiring Practices.....	7
FAQs For Your Work Study Student.....	9
Appendix A: TEC Form .....	10
Appendix B: Timesheet Submission Schedule.....	11
Appendix C: Work Study Hour Tracker.....	12
Work Study FAQs For Students .....	14

# Introduction

Selkirk College's Work Study program offers an opportunity for students to work part-time on campus in jobs that accommodate their studies. Financial Aid Services is responsible for administering this program with the following objectives:

- To assist students with a source of income
- To offer students training and experience that will assist them in further studies and their eventual entrance into the workforce
- To assist staff and faculty

Departments may request more than one position but approvals will be allocated once approved by the PPWC Student Work Committee and available funding. Positions are not considered part of the Work Study program until approval confirmation from the Financial Aid Office has been provided to the supervisor.

## Student Eligibility

Fall/Winter Work Study Program:

- Must be legally able to work in Canada (with a valid SIN #)
- Meet the specific skills and experience requirements set by the sponsoring department
- Must be enrolled in at least one course for the full duration of the time period the work study position covers i.e. a position covers two semesters the student must be enrolled in at least one course for both semester or must be enrolled in at least one summer course to accept a summer work study position
- Must be in good standing with Selkirk College

## Responsibilities of the Work Study Supervisor

In order to supervise work study students properly, a supervisor must be in a position to ensure proper supervision of the student and fully accept that responsibility.

Responsibilities of the Work Study Supervisor:

- Select a suitable student from the applicants based on the qualifications requested.
- Complete a TEC (Appendix A) for the selected student and have them complete a TD1, TD1 BC form that is available on [my.selkirk.ca](http://my.selkirk.ca). Please send the completed documents and a voided blank cheque or official direct deposit documentation from their Financial Institution to the Financial Aid office.

- Manage and assign work to the work study student, ensuring that approved hours for the Work Study proposal are not exceeded
- Ensure that the hours worked by the work study student are reported accurately and in a timely manner to payroll each pay period, as per Appendix B
- Utilize the Work Study Tracking Form (Appendix C) to monitor the number of Work Study hours you have remaining for each of your Work Study positions. The Financial Aid Office will be connecting with you in early December to obtain copies of this completed form to ensure the Work Study Budget is on track
- Ensure that information regarding departmental operations, including working hours, relevant policies and procedures and working relationships are reviewed with the work study student. Policies that should be covered may include Responsible Use of College Facilities and Equipment (4200), Working Alone or in Isolation (4210), Scent Safe Campus (6020), Respect in the Workplace, No Smoking (6330), Occupational Health and Safety, (6420), Specialized Personal Protective Equipment (6440), Protection of Privacy (6550), Violence in the Workplace (6400), Use of College Equipment (7101), and (6010) Human Rights Policy
- Ensure that all mandatory training is taken by the work study student to meet all Health and Safety regulations based on the work location role and duties assigned
- Ensure hours are not scheduled after the last day of exams of that semester
- If the supervisor becomes aware that a student is no longer enrolled, then it is the responsibility of the department to terminate the student immediately and notify the Financial Aid Office and payroll.

## Additional Information for Supervisors

### **SCHEDULING HOURS OF WORK**

All jobs must be available on campus. Positions should have flexible hours to accommodate and not interfere with the students' academic schedules. Work study hours must be scheduled appropriately. As a guideline, we recommend no more than 10 hours per week

### **NEPOTISM**

The employment of relatives is covered under Selkirk College's policy 6560 as follows: Direct relatives (parent, spouse, partner, brother, sister, son, daughter and similar relationship(s)) of an employee or College Board member shall not be hired, promoted or transferred into a supervisor-employee relationship with that direct relative and shall not receive preferential treatment in being recruited, hired or promoted to other positions. Additional procedural information is available under this policy.



## **ON-THE-JOB INJURIES**

Injury procedures are covered under Selkirk College policy 6420 – Occupational Health and Safety. Student employees are covered by WorkSafe BC for on-the-job injuries. Coverage includes medical care and lost time wages when a student employee is unable to work because of a job-related injury. If an injury or incident occurs the supervisor must complete the Selkirk College Incident Report Form. For further information contact Ruby Chambers, Health and Safety Coordinator, at 250-365-1217.

## **BREAKS**

As per Employment Standards “An employee must not work more than five hours in a row without a 30-minute meal break. An employee does not have to be paid for a meal break unless he or she is required to work or be available for work during a meal break. Employers are not required to provide coffee breaks.”

## **EMPLOYMENT BENEFITS**

Student employees are not eligible to receive most employment benefits such as, but not limited to: sick leave, life or medical insurance, and retirement benefits. They are eligible to receive 4% vacation pay on each cheque.

## **REHIRES**

All work study proposals are approved through the annual process. Once a position has been reapproved and funded, a supervisor may rehire a student into the position if:

- the duties of the position have not changed
- the student still qualifies for work study positions

In this case a posting process will not take place but supervisors should review section 3 of this manual “Responsibilities of the Work Study Supervisor” to ensure all relevant information is covered.

## **WORK STUDY STUDENT CONCERNS**

Occasionally concerns arise between work study students and supervisors. These are best resolved at the departmental level and handled as they arise, not after they accumulate.

Supervisors should consider the following in dealing with such issues:

- Openly discuss job responsibilities, employee’s expectations, as well as the supervisor’s expectations. Identify where change or improvement is needed
- Conduct these discussions in a private place to avoid embarrassing circumstances
- Be a good listener and attempt to understand the situation from the employee’s perspective

- Be fair and objective. Use a positive approach with the student and remember that the supervisor's goal is to see positive behavior change. Establish a specified time period for needed change or improvement and reassess the situation at the end of that period
- If the problem involved the student's performance and the student improves, a discussion indicating the student's improvement can be a big morale booster. If the student fails to improve, termination may be the only solution
- If at any time during employment, the student's job performance or conduct is unsatisfactory or the employee has exhibited job performance or behavioral problems, the employee should be advised in writing of the problem. This notice should include the corrective actions to be taken and the consequences, should the corrective actions not be met. This action does not necessarily precede termination.

### **ABSENCES**

A student employee must notify their supervisor as soon as possible, but no later than the beginning of the scheduled work period when he/she is unable to work. In the case of an extended absence, the student should inform their supervisor of the anticipated length of their absence. A student will not be paid for hours that were not actually worked

### **DISPUTE RESOLUTION**

Work study students are expected to discuss concerns about their work conditions and/or work expectations first with their immediate supervisor. The supervisor will respond within 7 workdays. If that conversation does not produce a mutually agreed resolution to the concerns, student employees may then discuss those concerns with the next-level supervisor, and will be delivered within 7 workdays. If the matter is still unresolved, the WorkStudy student may bring their concerns forward to the Registrar

### **TERMINATION**

Student employment is temporary and its length is generally considered to be terminated at the end of the semester or academic year. All College properties such as keys, uniforms and tools must be returned to the supervisor at the end of employment.

# General Employment Practices

This section is designed to offer suggestions for sound employment practices. Although these are not set policies, they will help to create a positive work environment, diffuse or avoid problems and promote productive work experiences for work study students and their supervisors.

## **INTERVIEWING**

Supervisors should develop selection procedures which might include the following:

- Job Requirements – review the job requirements with the candidate and evaluate them based on those factors, as this will allow them the best chance of success in the position. Invite the students to ask questions about the job requirements
- Pay Rate – identify the pay rate and the total hours approved for the position
- Interview Questions – ask each candidate the same questions and take notes on each candidates responses for better recall when making the final selection
- Reference checks – complete checks asking the same questions of each reference

## **ORIENTATION**

To ensure that each student gets a positive start on the job, an orientation should be provided. Many students may come with little or no work experience and, therefore, need instruction in how to be effective and need guidance in establishing good relationships with other department personnel. By helping the student establish good work habits, instilling a sense of pride in their work, and giving the student confidence in his/her abilities, the supervisor can have an impact beyond the student's employment in their department. Successful experiences can be especially valuable to graduating students as they enter the job market. The following is an orientation checklist:

- Present an overview of the office functions and organizational structure to the new employee. Describe the goals and activities of the department
- Introduce the student to the department
- Describe the student's specific duties and responsibilities and how they relate to other office activities
- Discuss expectations of the student's work performance, including quality and quantity standards and service excellence
- If appropriate assign a work station. Explain how work assignments will be communicated and where personal belongings may be stored.

- Agree on a specific work schedule. Explain that if there is a delay or absence from this schedule, the student should notify the supervisor
- Provide any procedural documents to which the student can refer since it is difficult to remember all of the information given orally
- Update the student on any policy or procedure changes or other pertinent information affecting his/her employment
- Provide a safety briefing as appropriate and advise the student to report all injuries to the supervisor and result of failure to comply with safety rules and regulations

### **PERFORMANCE EVALUATION**

Student employees should receive periodic performance reviews from their supervisors. This process may be used to identify the student's strengths and areas for improvement and to reinforce the supervisor's expectations. These evaluations may be informal in nature except in the event that continued substandard performance may lead to termination of employment. At that time a written evaluation shall be completed by the supervisor for documentation of substandard performance.

### **STUDENT CONDUCT WITHIN THE WORK STUDY PROGRAM**

The following general rules governing personal conduct of employees are intended to promote a clear understanding of performance within the work study program. Departments may establish additional rules which are considered necessary for effective operation of that area. Disregard of any of the following rules or an accumulation of minor infractions could be considered cause for disciplinary action or discharge:

- Absence from work without good cause or excessive absenteeism. Absence from work includes tardiness
- Malicious destruction or willful neglect of College property
- Theft or attempted theft of College, students, visitors, patrons or employees property
- False information on employment application, time sheets, and other personal and work-related records
- Refusal to carry out the instructions of supervisors and duties of the job unless such actions constitute unsafe acts




- Other misconduct including, but not limited to:
  - Consuming/possessing alcoholic beverages and/or controlled substances without a prescription on College premises
  - Reporting to work under the influence of alcohol and/or controlled substances without a prescription
  - Use of vulgar and obscene language
  - Threatening other persons and fighting or instigating a fight
  - Verbally abusing, physically attacking or obstructing students, visitors, patrons or employees

## FAQs For Work Study Students

A list of FAQs has been provided at Appendix D for you to provide to the successful candidate of your work study position. This information will shortly be added to the Financial Aid webpage at which time you could redirect them to that location. If you identify any additional information that should be included in the FAQs please advise the Financial Aid Office for consideration.

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Selkirk  
College

### TEMPORARY EMPLOYMENT CONTRACT

Must be submitted to Financial Aid a minimum of 2 weeks before the student's start date.

Date \_\_\_\_\_  
Month Day Year

Name Jane Selkirk

Address Current address including postal code.

Tel No: 250-111-1111

Position Tutor

Location Castlegar

Start Date September 19 2016  
Month Day Year

Termination Date November 18 2016  
Month Day Year

Days of the Week \_\_\_\_\_

Number of Sessions \_\_\_\_\_

Times of Day \_\_\_\_\_

Hours per Session \_\_\_\_\_

Hourly Rate \$ \_\_\_\_\_

Rate Based on \_\_\_\_\_

CONTRACT		NUMBER
UNION		15098
BCGEU <input type="checkbox"/>	SCFA <input type="checkbox"/>	
PPWC <input type="checkbox"/>	N/A <input type="checkbox"/>	
Soc. Ins. No. <u>XXX-XXX-XXX</u>		

Birth Date April 30 1993  
Month Day Year

Email Address studentemail@edu.selkirk.ca

DOCUMENTATION	
TD1 (Fed) Form Attached	<input type="checkbox"/>
TD1BC (Prov) Form Attached	<input type="checkbox"/>
Void cheque attached	<input type="checkbox"/>

Vacation Pay \_\_\_\_\_ %

Total Wages \$ \_\_\_\_\_

Est. Other Expenses (Specify) \$ \_\_\_\_\_

Total Contract \$ \_\_\_\_\_

**ACCOUNT CODE**

#### DUTIES

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I offer to provide the service described above according to the schedule and terms indicated.

**For Instructional Contracts:**  
I understand this contract will be cancelled if enrolment is not sufficient to establish the course on the first session, or may be cancelled prior to commencement of the course at no cost to the College.

Minimum enrolment to establish course: \_\_\_\_\_ I also understand that this contract may be cancelled upon three (3) days notice, if enrolment drops below the minimum required to establish the course.

Employee \_\_\_\_\_

Dean / Manager \_\_\_\_\_

Immediate Supervisor / Department Head \_\_\_\_\_

Accepted for Selkirk College (Human Resources Department) \_\_\_\_\_

S.C. 006 Sept 09      Gold — PAYROLL   Pink — SUPERVISOR   Canary — H/R   White — EMPLOYEE

**APPENDIX B - TIMESHEET SUBMISSION SCHEDULE**

2016

PPWC, TEC, & Work Study PAY SCHEDULE

	FROM:	TO:	ALL TIMESHEETS DUE IN PAYROLL (BY NOON)	PAY DATE
Pay Period				
1601	DEC 20, 2015	JAN 2, 2016	<b>*DEC 14, 2015</b>	JAN 8, 2016
1602	JAN 3, 2016	JAN 16, 2016	JAN 11, 2016	JAN 22, 2016
1603	JAN 17, 2016	JAN 30, 2016	JAN 25, 2016	FEB 5, 2016
1604	JAN 31, 2016	FEB 13, 2016	<b>*FEB 9, 2016 (Tue)</b>	FEB 19, 2016
1605	FEB 14, 2016	FEB 27, 2016	FEB 22, 2016	MAR 4, 2016
1606	FEB 28, 2016	MAR 12, 2016	MAR 7, 2016	MAR 18, 2016
1607	MAR 13, 2016	MAR 26, 2016	MAR 21, 2016	APR 1, 2016
1608	MAR 27, 2016	APR 9, 2016	APR 4, 2016	APR 15, 2016
1609	APR 10, 2016	APR 23, 2016	APR 18, 2016	APR 29, 2016
1610	APR 24, 2016	MAY 7, 2016	MAY 2, 2016	MAY 13, 2016
1611	MAY 8, 2016	MAY 21, 2016	MAY 16, 2016	MAY 27, 2016
1612	MAY 22, 2016	JUN 4, 2016	MAY 30, 2016	JUN 10, 2016
1613	JUN 5, 2016	JUN 18, 2016	JUN 13, 2016	JUN 24, 2016
1614	JUN 19, 2016	JUL 2, 2016	JUN 27, 2016	JUL 8, 2016
1615	JUL 3, 2016	JUL 16, 2016	JUL 11, 2016	JUL 22, 2016
1616	JUL 17, 2016	JUL 30, 2016	JUL 25, 2016	AUG 5, 2016
1617	JUL 31, 2016	AUG 13, 2016	AUG 8, 2016	AUG 19, 2016
1618	AUG 14, 2016	AUG 27, 2016	AUG 22, 2016	SEP 2, 2016
1619	AUG 28, 2016	SEP 10, 2016	<b>*SEP 6, 2016 (Tue)</b>	SEP 16, 2016
1620	SEP 11, 2016	SEP 24, 2016	SEP 19, 2016	SEP 30, 2016
1621	SEP 25, 2016	OCT 8, 2016	OCT 3, 2016	OCT 14, 2016
1622	OCT 9, 2016	OCT 22, 2016	OCT 17, 2016	OCT 28, 2016
1623	OCT 23, 2016	NOV 5, 2016	OCT 31, 2016	<b>*NOV 10, 2016</b>
1624	NOV 6, 2016	NOV 19, 2016	NOV 14, 2016	NOV 25, 2016
1625	NOV 20, 2016	DEC 3, 2016	NOV 28, 2016	DEC 9, 2016
1626	DEC 4, 2016	DEC 17, 2016	<b>*DEC 12 2016</b>	DEC 23 2016
1701	DEC 18, 2016	DEC 31, 2016	<b>*DEC 19 2016</b>	JAN 6, 2017

*Time sheets may be called early depending on time lines to process payroll.*

**\*TIME SHEET DUE DATE ALTERED DUE TO STAT HOLIDAY**

**APPENDIX C**

# WORK STUDY TRACKING FORM

TO BE COMPLETED BY SUPERVISOR

Name:	Student Number:	Position:
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Campus:	Date:	Approved Hours:
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PAY PERIOD	HOURS REMAINING	HOURS USED
28 AUG – 10 SEPT		
11 SEPT – 24 SEPT		
25 SEPT – 8 OCT		
9 OCT – 22 OCT		
23 OCT – 5 NOV		
6 NOV – 19 NOV		
20 NOV – 3 DEC		
4 DEC – 17 DEC		
18 DEC – 31 DEC		

# WORK STUDY TIME SHEET

TO BE COMPLETED FOR EACH MONTH

## FINANCE DEPARTMENT



Name:	Student Number:	Position:
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Campus:	Date:	Address:
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DATE	HOURS	DATE	HOURS
<b>TOTAL</b>			

I certify that I have provided the number of hours listed above.

\_\_\_\_\_  
STUDENT EMPLOYEE SIGNATURE

\_\_\_\_\_  
APPROVING SUPERVISOR SIGNATURE

Vendor Number (Office Use Only)



## FAQs For Work Study Students

### 1) What is the duration of the program?

Fall Term - September to December

Winter Term – January to April

Summer Term - May to the end of August

- Last day of exams is the last day for work study each semester
- Exact start dates for each position will be identified in the posting

### 2) Who should I contact if I have any questions or concerns about the program?

Contact: Financial\_aid@selkirk.ca

Phone: 250-365-1290

### 3) How do students find out about the availability of work study positions?

- Each September work study positions will be posted at Career Central:  
<https://studentjobs.selkirk.ca/home.htm>
- Students must apply individually to each work study position posted at Career Central. Submit your cover letter and resume online to each position you are interested in
- Students will be notified by the supervisor if they are shortlisted for an interview and if they are the successful candidate
- Once you have been offered the position, you will need to complete a temporary employment contract (TEC) with your supervisor as well as providing a TD1 and TD1BC form. A voided blank cheque or official direct deposit documentation from your Financial Institution will also be required as all students will receive their earnings through direct deposit. Once all required documentation is completed please submit them directly to your supervisor
- The supervisor will submit your information to the Financial Aid Office who will process your contract and send you a letter detailing your position

## APPENDIX D

### 4) Can I apply if I am an International or exchange student?

International students who are legally able to work in Canada (able to provide a SIN # and a valid student work visa.

### 5) How many hours can I work as a work study student?

All qualified students can hold more than one position but only work a maximum of 10 hours per week.

### 6) What are my responsibilities in a work study position?

Work study students make an important contribution to the operation of our College. Within their working units they serve as a member of a team and perform needed functions. Thus, acceptance of any work study position should be considered a sincere commitment. With this commitment supervisors can reasonably expect students to:

- Maintain enrollment and satisfactory academic progress. Notify your supervisor immediately if your enrollment status changes,
- Report to work on time and perform assigned duties in a satisfactory manner,
- Notify the supervisor of necessary work schedule changes. Projects and examinations sometimes necessitate adjustments,
- Follow all Selkirk College policies and departmental rules as identified by your supervisor. In addition it is all student's responsibility to be aware of the Selkirk College Student Code of Conduct (Policy 3400),
- Submit correct payroll information to the supervisor in accordance with the Timesheet due date schedule.

## APPENDIX D

### 7) When and how much will I be paid?

- Work study students will report their hours worked each week to their Supervisor through an agreed-upon system, who will confirm the hours and then forward them to payroll
- Students will receive their pay via direct deposit, as per payroll schedule.
- T4 slips will be issued to students from the Finance department by February 28 for all time worked in the previous year
- Students will be paid the established work study rate identified on the position's posting plus 4% vacation pay
- Students may not exceed the total number of hours they were approved for in the academic term. You will also receive a timesheet submission schedule with your contract letter or they can be picked up at the Financial Aid Office. Pay careful attention to the timesheet deadlines as hours submitted after the deadline will not be paid until the following pay period. Students are paid through direct deposit on a bi-weekly schedule. If you have any questions regarding your pay you will need to contact the payroll department at 250.365.1330
- Work Study students will not be scheduled on statutory holidays or be scheduled to work overtime