

Contract for Work Study Project Supervisors

All supervisors of Work Study students must sign and abide by the terms of this contract. To ensure enough time for ranking, submit your project proposal(s) and completed contract to your Department Head as soon as possible. Projects will not be considered unless a signed contract from each supervisor is submitted to our office along with your department head's Proposal Priority List.

As witnessed by my signature, I understand that:

1. The "Work Study Program" is a financial assistance program funded by the University of Victoria.
2. Work Study positions may not displace regular institutional employees.
3. I may not guarantee a Work Study position to a student until that student has obtained a Work Study Authorization Form from Student Awards & Financial Aid. Students may not work until providing a valid social insurance number.
4. The Work Study Program pays \$10.00 per hour (\$10.53/hour for positions designated CUPE), including vacation pay, for an average of ten hours per week. I am also bound by the negotiated specialist/instructional rates of pay for students (policy guide #10420) and agree to top-up Work Study funds accordingly if the position requires graduate level experience.
5. The Work Study Program runs from September 7, 2011 to April 25, 2012. Students may not work past the Work Study Program end date of April 25, 2012.
6. All Work Study project proposals will be posted on September 7, 2011. All positions beginning in first term, which are not filled by the end of October are subject to cancellation. All positions beginning in second term, which are not filled by the end of February are subject to cancellation.
7. I am responsible for monitoring the number of hours worked by the student and understand that charges over the authorized student or position hours, or in excess of the Work Study wage of \$10.00/hour will be deemed an Unauthorized Charge and will be debited, without notice, to departmental budget or research budget account # _____.
8. The student must submit their timesheets on a bi-weekly basis. I am responsible for ensuring the timesheet is accurate and will retain a copy prior to submission to Payroll/HRIS.
9. I am responsible for completing the work place Occupational Health, Safety and Environment Orientation required by the University of Victoria. I will visit the University of Victoria's Occupational Health, Safety and Environment website for these details.
10. The Authorization indicates the maximum number of hours that students are authorized to work. At no time may a student work more hours than the lesser of the authorized student hours, or the authorized position hours. I will inform the students when they are close to completing their assigned hours.
11. I will complete an Advice of Separation and forward it to Student Awards & Financial Aid immediately when a Work Study student terminates employment. I understand that any unused hours may be offered to a replacement student only if she or he has a Work Study Authorization. I understand that this position can be reposted through the Student Awards and Financial Aid website if a work study student terminates employment. I will contact Student Awards & Financial Aid if I would like the position reposted.

Project Supervisor's Name (printed)

Department

Project Supervisor's Signature

Date

Name of Dept Head or Signing Authority and Dept (printed)

Signature of Dept Head or S.A.