

**2024/2025
WORK STUDY PROGRAM – SUPERVISOR’S CONTRACT**

All supervisors of Work Study students must sign and abide by the terms of this contract. Projects will not be considered unless a signed contract from each supervisor is submitted to our office, along with the department head’s Proposal Priority List.

As witnessed by my signature, I hereby acknowledge/understand that:

1. The "Work Study Program" is a financial assistance program funded by the University of Victoria.
2. Work Study jobs may not displace regular institutional employees.
3. As a Work Study supervisor and/or Department Head, I understand that Work Study funding allocation is based on available funding, student enrolment and historical usage of funds. I understand that there is no guarantee that all jobs will be funded nor will funding for my department or job be the same from one program year to the next.
4. The Work Study Program will only accept forms, documents and contracts produced and initiated for processing by Student Awards and Financial Aid (SAFA). All forms must be submitted on the most recent template available on the Work Study Program website. Any forms not produced or initiated for processing by SAFA will not be accepted.
5. Changes and/or updates to any Work Study Program webpages, postings and/or database are not permitted without the knowledge and/or specific written approval of Student Awards and Financial Aid.
6. A student may not be guaranteed a Work Study job prior to receiving emailed confirmation of eligibility by Student Awards and Financial Aid (SAFA). I will request a Work Study Authorization form for the eligible student from SAFA. The student will only commence work once the Work Study Authorization form has been completed by me, signed, and returned to SAFA. I understand that the student must have a valid social insurance number to work.
7. The Work Study Program pays \$18.50 per hour, including 4% vacation pay.

Work Study students filling jobs deemed CUPE will be charged initiation and other union fees as required. The Work Study Program will pay the cost of membership dues.

Should the Work Study job require graduate level experience, I am bound by the negotiated specialist/instructional rates of pay for students and agree to top-up the Work Study rate of pay accordingly.

8. The 2024/2025 Work Study Program runs from September 4, 2024 to April 25, 2025. Students may not work past the Work Study Program end date of April 25, 2025. There is no Work Study during the summer term.
9. All Work Study funded project proposals, submitted by the call for proposals deadline, will be posted on September 4, 2024. All jobs beginning in the first term, which are not filled by the end of October are subject to cancellation. All jobs beginning in the second term, which are not filled by the end of February are subject to cancellation.
10. I am responsible for monitoring the number of hours worked by the student and understand that any charges over the authorized student, or job hours, or more than the Work Study wage of \$18.50/hour, will be deemed an unauthorized charge. I hereby acknowledge that any unauthorized charges will be repaid to the work study account, 10000 81151, immediately following notification from SAFA. Any delay in repayment may jeopardize future work study funding allocations for my department.

My department will be responsible for contacting the University of Victoria, Accounting Department, to facilitate repayment of these unauthorized charges.

Work Study is meant to be a part time employment program. Overtime, as defined by the Ministry of Jobs, Tourism & Skills Training & responsible for Labour, is strongly discouraged. Any overtime charges to the work study account will be deducted from the student's allocated hours in the job.

For more information on Employment Standards and Workplace Safety please visit the government [website](#).

11. Work Study Students and BC Employment Standards Act Paid Sick Days

It is the hiring Department and Supervisor's responsibility to educate themselves about paid sick leave legislation in the [BC Employment Standards Act](#). Questions should be directed to the UVIC HR consultant for their department.

Any sick days indicated on work study time sheets will reduce the number of hours available in the job. There is no additional funding available to cover stat holidays or sick days.

12. Should my job be funded through the Work Study Program, I choose to top up the work study wage at an additional rate of \$_____/hour + 4% vacation pay, to be charged to account # _____.
13. Payroll submissions are to be made on a bi-weekly basis. I am responsible for ensuring the payroll submission is accurate and I will retain appropriate records for tracking purposes, prior to submission to Payroll/HRIS.
14. Supervisors are required to identify and explain any policies, rules and hazards associated with the specific job before students start working. I will have my work study student(s) complete the required health and safety training for the following online courses available from the [University of Victoria's Occupational Health, Safety & Environment website](#). (1) Health & Safety Orientation; (2) Awareness and Prevention of Workplace Bullying, Harassment & Discrimination.
15. As a Work Study supervisor, I am responsible for ensuring that any students hired into my Work Study job(s) are properly trained on and abide by [FIPPA](#) and its regulations. If I arrange for students to have access to any UVIC systems such as Banner or other databases, I will monitor their use of these systems and terminate their access immediately upon the student either leaving the job or the Work Study program end date (whichever comes first).
16. The Work Study Authorization indicates the maximum number of eligible hours the student is permitted to work. At no time may a student work more hours than the eligible authorized student hours, or the authorized job hours. I will inform the students when they are close to completing their assigned hours.
17. I understand that I may share the approved funding in my job(s) with up to 3 eligible work study students. Should a student be unable to complete their assigned hours, an eligible replacement student may be hired (see Item 6 above). I understand that a job can be reposted on the SAFA website if a work study student terminates employment. I will contact Student Awards & Financial Aid if I would like the job 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.