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 hereby acknowledge/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 $13.50 per hour, including 4% vacation pay.
   Work Study students filling positions deemed CUPE will be charged a one-time $10.00 initiation fee and 50 cents per pay cheque for other union fees. An additional 2.29% will also be deducted on total earnings for membership dues. The Work Study Program will pay the 2.29% cost on total earnings for membership dues. This information and a breakdown is outlined on the work study time sheet.
   Should the Work Study position 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.
5. The Work Study Program runs from September 5, 2018 to April 27, 2019. Students may not work past the Work Study Program end date of April 27, 2019.
6. All Work Study project proposals, submitted by the call for proposals deadline, will be posted on September 5, 2018.
   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 any charges over the authorized student or position hours or in excess of the Work Study wage of $13.50/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 Student Awards and Financial Aid. 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 position.
   For more information: http://www.labour.gov.bc.ca/esb/factsheets/hours_of_work_and_overtime.htm
8. Should my position be funded through the Work Study Program, I choose to top up the work study wage at an additional rate of $____________ per hour to be charged to account # _______________________.
9. The student must submit their timesheets on a bi-weekly basis. I am responsible for ensuring the timesheet is accurate and I will retain a copy prior to submission to Payroll/HRIS.
10. Supervisors are required to identify and explain any policies, rules and hazards associated with the specific job before students start working. Please have students complete the required WorkSafeBC health and safety training for the following online courses: (1) Health & Safety Orientation; (2) Awareness and Prevention of Workplace Bullying, Harassment & Discrimination available from the University of Victoria’s Occupational Health, Safety & Environment website at: http://www.uvic.ca/ohse/training/all-staff-faculty/index.php
11. 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.
12. 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.