

WORK-STUDY GRANT PROGRAM

WORK-INTEGRATED LEARNING

APPLICATION GUIDELINES &
SUPERVISOR HANDBOOK

UNIVERSITY OF THE FRASER VALLEY
CENTRE FOR EXPERIENTIAL AND CAREER EDUCATION

2026 -2027

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INTRODUCTION

The **Work-Study Grant Program** is now part of **Work-Integrated Learning (WIL)** and is one of the ways that CECE achieves its mandate to help students prepare for their future careers. Students who participate in the Work-Study program gain early employment skills through paid work experience, grow their academic discipline knowledge and career-related skills, and contribute meaningfully to the UFV community by fulfilling work roles that are best done by students.

WORK-INTEGRATED LEARNING (WIL)

"Work-integrated learning is a form of curricular experiential education that formally integrates a student's academic studies with quality experiences within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of student learning objectives and outcomes related to employability, agency, knowledge and skill mobility and life-long learning." (CEWIL Canada, 2021; emphasis added)

PROGRAM INFORMATION

How it works

The Work-Study Grant Program is an internally funded program that operates from May – April. In advance of the funding cycle, UFV faculty, staff, and administrators apply for Work-Study positions (Research or Service) and the applications that best meet the criteria are allocated grant funding positions. Applicants who receive grant funding for allocated positions will work with the CECE department to post, recruit, and hire for their Work-Study positions. Applicants supervise and mentor the student throughout the Work-Study placement. The CECE office provides administrative support and guidance as needed by the applicant or the student.

Supervisor's Role

When you apply for a Work-Study position, you are considered the supervisor. The role of the supervisor is to monitor, provide feedback, communicate to the student on a regular basis, keep track of the hours and sign the timesheets. If you have assigned another person as a supervisor, you must **notify the Work-Study office immediately.**

SUPERVISOR ROLES & RESPONSIBILITIES

Availability	• **Supervisors must be available** during the work-term to supervise the student **and to sign timesheets** on a regular basis. • If a supervisor is away or out of town, another supervisor must be assigned and communicated to the Work-Study office immediately.
Administrative Responsibilities	• Administrative responsibilities should be completed accurately and on time. Incorrect, or late timesheets will delay payment to the student. • **The supervisor must follow the Work-Study deadlines on the Payroll Schedule and submit timesheets for every pay period.** This is not negotiable. • Monitoring the student's work hours in relation to the standard grant including no overtime or statutory holidays.
Work Conditions	• A work role that is clearly defined, reasonable in scope, and includes the resources needed to complete the work (e.g., computer, physical, or remote support, accommodations for accessibility requirements, etc.). • Providing safe and secure working conditions. See also Health, Safety and Wellness Office: https://www.ufv.ca/safety-and-security/safety-programs/
BC Employment Standard Act	• Ensuring that both grant holder and student follow the rules and regulations of B.C. Employment Standards Act especially the chapter: Hours of work, overtime and paid sick leave.
Work Expectations and Communication	• At the beginning of the term discuss and clarify the grant holder's expectations, student responsibilities and communication standards. • Ensure that the job description aligns with the Work-Study Grant Application and the actual work performed by the student.
Hiring Practices	• The hiring criteria for all Work-Study positions are set by the grant holder. They may include merit and/or need criteria. Hiring of Work-Study students must be fair and in agreement with UFV hiring practices and the BC Employment Standards Act.
Student Eligibility	• Ensure the student is eligible for the position (see page 13).
Orientation and Training	• Provide orientation and training prior to the start of the Work-Study position to promote a safe and productive work placement. • Discuss their learning goals, work schedule, access to equipment, best practices for communication during the work term.
Learning Outcomes/Goals	• At the beginning of the work term all students, with the help of their supervisors, are asked to set learning goals for their work experience to help students articulate the knowledge and skills they want to strengthen and develop in their role. These will be submitted by the student in CareerLink as part of their work term placement record.
Mentorship	• Provide mentorship to the student to help them articulate what they are learning and how it relates to their academic goals and future careers. • Regularly monitor the student's work and provide feedback and additional training to develop the student's knowledge and skills. • Provide a learning experience for the student to grow their academic discipline knowledge and career-related skills.
Supervisor Feedback	1. At the end of the term supervisors will be asked to complete a student feedback form. The supervisor will share the feedback with the student before the end of the work term.

Rules and Regulations:
When confirming an allocated Work-Study role, supervisors are required to **read and abide** by the Work-Study Operational Guidelines which include specific activities and responsibilities for the supervisor to complete.

Breach of these rules may result in the cancellation of your Work-Study grant.

WORK STUDY POSITIONS

Hours

Each Work-Study allocation is **120 hours total** and should NOT exceed 8 hours per day, 40 hours per week.

Partially unused funds: cannot be transferred to another funding semester but will flow back into the Work-Study Grant Program and will be redistributed. For example, if your student uses 90 hours total for the term the extra 30 hours will flow back to the Work-Study Program grant. Funds used **in excess of the grant** must be paid out of your own department budget. (See overages)

Statutory Holidays: Students employed under a Work-Study Grant **must not work** on statutory holidays. **Overtime hours, travel, or other expenses** must be covered by another funding source.

NEW! Splitting positions now permitted

To offer more flexibility with the Work-Study Grant program, applicants can now split the standard 120-hour grant in two 60-hour terms.

You have the option to divide the 120-hour allocation into **two 60-hour work terms** by either:

a) Splitting it across two semesters (e.g. 60 hours Fall and 60 hours Winter)

Or

b) Splitting it between two students in one semester.

Please remember if you decide to split the position to 60 hours, the student will only be allowed to work **60 hours during that semester. They cannot exceed this amount, as it would reduce the hours available in the following semester.

Alternatively, you can still choose to complete the full 120-hour allocation within a single semester (Summer, Fall, or Winter).

Wages

Work-Study Grant Program wages are assigned at the current provincial **minimum wage** (+ 10% in lieu of vacation and statutory holidays) **regardless of the work being performed** by the student. Work-Study Grants may only be used to cover labour costs.

Sample Break Down of Costs for a 120 Hour position	
Hourly wage = Provincial minimum wage $18.25 + 10% in lieu of Vacation	$2,409.00
Plus 21% CPP +EI Benefits	$505.89
Total cost of 120-hour position	$2,914.89

NEW! Wages for Work-Study Research Students

Fall Update: Departments now have **the option** to supplement Research Work-Study students' wages beyond the $18.25/hour provided by the Work-Study Grant. Work-Study will cover the minimum wage portion, but any additional amount would be the responsibility of the supervisor or department. If you are interested, please contact workstudy@ufv.ca

Hourly Research Student Salary Scale (does not include the 10%)							
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
June1, 25-current	$18.25	$18.50	$19.00	$19.50	$20.00	$20.50	$21.00
*Min Wage							

Overages (Over 120 hours)

If you exceed your 120-hour allocation, your department is responsible for covering the difference. Your department must submit a 'Request for Contract' to HR and submit a time sheet for the extra hours to Payroll. The CECE office **doesn't issue budget transfers;** therefore, your department is responsible for completing all the documents.

Training/Mentorship

Work-Study positions are considered entry-level roles. Applicants proposing Work-Study roles should expect that students have emerging workplace readiness skills and will require a higher level of support, training, and mentorship.

Allocation of positions

Roles are classified as either **Research** (positions that contribute to the creation of new knowledge or new understanding, usually in connection with a specific project) or **Service** (positions that contribute to the operation of the university, usually in connection with a specific function or project). Applicants are encouraged to create Work-Study roles that are interesting to students and provide unique learning experiences and mentorship.

IMPORTANT: Note that Work-Study positions must not infringe on or replace positions that are governed by the **Collective Agreement** between the University of the Fraser Valley and the Faculty and Staff Association (http://www.ufv-fsa.ca/).



HOW TO APPLY

WORK-STUDY GRANT PROGRAM

Application & Work term procedures

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APPLICATION PROCESS AND ELIGIBILITY

Applicant Eligibility

The following UFV employees are eligible to apply for a Work-Study Grant position: Type A Staff, Type B Faculty, Manager, Director, and Department Head. The applicant must be actively working during the funding year so that they are available to supervise the student (e.g., not on leave).

Deadlines

There is one funding competition each year covering the semesters Summer, Fall, and Winter. The funding cycle is as follows:

January 15	Call for Applications
February 15	**Deadline for Applications**
March 15	Decision Notification
May 1 – August 31	Summer Work-Study Term
September 1 – December 31	Fall Work-Study Term
January 1 – April 30	Winter Work-Study Term

NEW Application Form and Submission Process

Instructions on how to apply are posted online at http://ufv.ca/jobs/work-study/

How to Apply

1. Fill out the **Work-Study Job Posting Template** (located on our website), then **save it as a PDF,** this is required for the application. It is advisable to fill out the template in advance so it is ready to attach to your application as there will be a **required** field on the online form.
2. Applications will now be completed in **Microsoft Forms**. Click here for the **Work-Study Grant Application 2026/27**
3. Once you have submitted the form, you will get an email notification that your response was received.
4. Please complete one application for each job or research title.
5. **DEADLINE: February 15th, 2026**

NOTE: If applying for more than one project or job title, you must complete a separate application for each.

Completed forms must be submitted by the application deadline. No late or incomplete applications will be considered!

Criteria For Evaluating Applications

All applications are initially reviewed by CECE to ensure the following requirements are met:

1. Applicant is eligible to apply (Type A Staff, Type B Faculty, Manager, Director, or Department Head).
2. The nature of the work supports UFV efforts (e.g., not supporting projects that aren't connected with UFV).

Applications that meet the requirements are then evaluated against the following criteria:

Research Position Criteria (evaluated by the Research Office):

1. Quality of the research experience – provides opportunity for student to gain disciplinary and research skills beyond their program of study.
2. Quality of the supervision and mentorship that will be provided to the student.
3. Relevance and importance of the assistantship for the success of the proposed study project.

Service Position Criteria (evaluated by the CECE Office):

1. Quality of the work experience – provides opportunity for student to gain disciplinary and career-related skills beyond their program of study.
2. Quality of the supervision and mentorship that will be provided to the student
3. Position is best fulfilled by a student and does not infringe on or replace positions that are governed by the Collective Agreement.

Applications that best meet the criteria will be allocated Work-Study positions until the funds are exhausted. All applicants will be contacted to communicate allocation decisions.

IMPORTANT:

Work-Study funded Research Positions should not be part of an **academic course** including **Directed Studies.** Students may not apply the same research project toward both **Work-Study employment** and **course-based academic credit**.

Tips for Designing Quality Work-Study Positions and Completing Your Application



Work-Study positions are in demand and the amount of funding available is not sufficient to fund all applications that meet the criteria. Applications that best meet the criteria will be allocated positions.

Here are some tips to help you design a unique and valuable Work-Study role for students and complete the Work-Study application:

1. Complete the Work-Study Application in full; leave no fields empty or with limited information. Use the template provided by CECE to write the job description.

2. Design a role that students will find attractive and see themselves in. Write a job description that captures the student's attention and sells the value of the work role.

3. Ensure the learning outcomes of the role align with emerging work skills and the scope of work is reasonable to complete within 120 hours total in one semester.

4. Provide details about how you will deliver a quality work experience for a student (e.g., specialized training, access to professional equipment, collaboration with your professional network, etc.).

5. Describe systems you have in place to support the student and provide regular feedback and direction.



WORK TERM PROCESS AND TIMELINE

- Post a Job
- Conduct a fair hiring process
- Check student eligibility
- Notify Work-Study of your selection
- Provide training and orientation
- Develop learning outcomes
- Submit timesheets
- Conduct final meeting to provide student feedback

Before and After Hiring

Before you hire a student, you **must post a job**. To post a job you **must be registered in CareerLink**. See information below on how to register.

How to register in CareerLink

If you are not currently registered in CareerLink, follow the instructions below:

1. **Go to:** ufv.ca/jobs
2. Click on **CareerLink Employers Login**, then select **Sign Up**.
3. **Organization Name:**
   In the "Organization Name" field, type **"University of the Fraser Valley"**.
   When it appears in the drop-down menu, **select it**.
4. **Important: Do not modify any of the university's pre-filled information.**
5. **Contact Type:**
   Scroll down and check the box for **"UFV Work-Study Employer."**
6. **Your Contact Information:**
   Enter the following:
   - Your **full name**
   - Your **title**
   - Your **UFV email address**
   - Your **phone number**
   - **UFV's address:**
     33844 King Road, Abbotsford, BC V2S 7M8
7. **Password & Agreement:**
   Create a password and check the box to agree to the **Policy Affirmation**.
8. **Submit:**
   Your registration will be reviewed and approved **Monday to Friday, 9:00 a.m. – 4:00 p.m.** (excluding holidays).

How to post a job

You must Post a Job in CareerLink **for one week.** If you plan to split the position into 60 hours, please ensure this is clearly specified in the job posting.
Posting deadlines: Summer: May 15 | Fall: September 15 | Winter: January 15

1. Go to ufv.ca/jobs. Log into CareerLink using the CareerLink Employer Login.
2. On your home page click **'Jobs'** and then **'job posting'** from the left menu
3. Scroll down the page until you see a green button 'Post a Job'
4. Use your **Work-Study Job Template** to fill in the fields.
5. All students **must** apply through CareerLink.
6. Conduct a fair hiring process. The hiring criteria for all Work-Study positions are set by the grant holder. They may include merit and/or need criteria. Hiring of Work-Study students must be fair and in agreement with UFV hiring practices and the BC Employment Standards Act (https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards).
7. **Rehiring Practices:**
   Reposting Not Required: If you are rehiring a student for the **same position** within the **same** funding year.
   Semester Limit: Employers may only rehire the same student for a **maximum** of three semesters.

Check Student eligibility

It is the grant holder's responsibility to ensure the successful candidate meets **all criteria**.

1. Students must have at least one semester completed at UFV.
2. **Grade Point Average (GPA):** Students must have and maintain throughout the funding semester a minimum GPA of 2.0.
   Students in programs that do not assign a GPA (e.g., Trades, Teacher Education Program) must have advanced at a reasonable pace.
3. **Enrollment:** For the Fall and Winter semesters: Students must be and remain enrolled in a minimum of **9 UFV credits** throughout the work-term semester, **6 credits** if registered with the Centre for Accessibility Services. For Trades a minimum of 18 hours of non-credit courses is required.
   Note Summer Semester: no enrolment is required if students return to full-time study in the following Fall semester.
4. **Students may hold only one Work-Study position per semester.** Students on Co-operative Education placements **must not** at the same time hold a Work-Study position.
5. **Students who have graduated are not eligible**. However, students completing their program of study in the semester the Work-Study position has been awarded may complete the full allocation of hours.

International students hired into Work-Study positions must be full time, have a valid study permit, and have a Social Insurance Number (SIN). For details, please see the Government of Canada work on campus website: https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-on-campus.html.

CHANGE – How to notify the Work-Study office when hiring a student

Please note that there is a new process to notifying the Work-Study office when you hire or rehire a student. You will no longer email the Work-Study office.
Instead, at the beginning of the semester in which the Work-Study Grant is used, **please complete the New Hire or Rehire: Work-Study Student Information form** for both new hires and rehiring.

Before starting the form, ensure you have the required information listed below:

1. Student's name
2. UFV student email address
3. Student number
4. Position title
5. **Total Semester Hours**: 120/hrs. or 60/hrs.
6. **If the student is eligible** – Minimum GPA 2.0 and registered fulltime (9credits) or 6 credits for students registered with the Centre for Accessibility Services (CAS)

During the Work Term

Please read over the **supervisors' responsibilities** on page 2.
After a student has been hired, the grant holder is responsible for mentorship and supervision:

1. **Beginning of the Term:** Supervisors should meet with their students to clarify the grant holder's expectations and the student's responsibilities. Discuss expectations and communication standards at the beginning of the work term. Make sure the student understands their work role and they have the resources needed to complete the work.
2. **Orientation and Training:** Supervisor are to provide orientation and training during the first two weeks of the work term to promote a safe and productive workplace. Please discuss their learning goals, work schedule, access to equipment, best practices for communication during the work term.
3. **Learning Outcomes/Goals:** At the beginning of the work term all Work-Study students along with their supervisors are asked to set learning goals for their work experience to help students articulate the knowledge and skills they want to strengthen and develop in their role. These will be submitted by the student in CareerLink as part of their work term placement record.
4. **Supervision and Monitoring:** Supervisors are to provide regular supervision and monitoring of the student's work and feedback. If you are not available, please make sure you assign another supervisor and notify the Work-Study office immediately.
5. **Mid-Term site visit:** The Work-Integrated Learning Coordinator will be checking in with the supervisor and student mid-way through the term. This meeting will provide an opportunity for discussion regarding the tasks/ projects that the student has been involved in.

End of the Work Term

1. **Supervisor's Feedback: Before** the end of the term supervisors will be asked to provide constructive feedback to the student.

> ***NOTE:*** *If there are any problems during the work-term, for example if a student has not reported to work, or is not submitting regular time sheets, please notify our office immediately. Please* ***DO NOT*** *wait until the end of the work term to resolve any issues.*

UPDATE! Web Time Entry (WTE)

WTE for Students:

- The Work-Study program has now transitioned to **Web Time Entry (WTE)**. All Work-Study **employees** must **submit their hours online**.
- **IMPORTANT:** WTE does not accept submission for past pay periods. Students must submit their hours regularly and on time.
- **Please note** that the **Web Time Entry schedule** differs from the paper timesheet schedule. Be sure the students follow this schedule.

IMPORTANT UPDATE: Supervisor's Approval Process

There have been changes to the timesheet approval process.

- **Supervisors will no longer approve timesheets through WTE.**
- Instead, you will receive them by email for your **digital signature** which must be returned immediately upon receipt.
- You will need to….
    - **Download** the timesheet
    - **Digitally sign** it in the indicated field
    - **Return** it to **workstudy@ufv.ca**
    - If there are any **discrepancies**, please notify the Work-Study office immediately.
- This step is **mandatory** and will help you keep track of your student employees' hours.

NOTE: *Students* ***must be paid*** *according to UFV's Pay Schedule!!! Employees must be paid twice per month as per the* ***Government of BC*** *. This will be strictly enforced.* ***Please do not negotiate any other pay terms!***

Breach of these rules may result in the cancellation of your Work-Study grant

Paid Employee Sick Days

Student employees are eligible for up to five days of paid sick leave per calendar year for personal illness or injury. To qualify students must have been employed at UFV for at least 90 days within an active 12-month period of employment.

> ***For example:*** *A student was hired to work at UFV on April 1, 2023, and worked until August 31, 2023. They were then hired (by the same or a different employer at UFV) on January 15, 2024. They become sick on February 15, 2024.*
> *UFV Payroll would reference the original hire date of April 1, 2023. Since this date (February 15) falls within the 12-month period, the student would be considered to have maintained active employment status and therefore would be eligible for sick pay in February.*

Leaves do not need to be taken consecutively. The five days applies to all paid work at UFV (not just Work-Study) within that calendar year.

Students are only entitled to be paid for the hours they were scheduled to work on the day that they were sick. Students are to inform their supervisor as soon as possible if they need to miss work and make sure to note those hours on the Web Time Entry timesheet, indicating "Sick Day" in the earn code section.

> ***For example:*** *Students scheduled to work 3 hours on September 17th, 2024, and then call in sick that day. They will be entitled to 3 hours of paid leave, provided they have not used all your five paid sick leave days during 2024. This will count as 1 of your 5 paid sick leave days. Payroll will determine your eligibility to be paid for the hours submitted."*



FREQUENTLY ASKED QUESTIONS AND SUPPORT

The CECE office is here to support you, answer questions and provide guidance in preparing your application. Please do not hesitate to contact us at workstudy@ufv.ca.

QUESTION: Why didn't I receive a Work-Study grant?

ANSWER: Unfortunately, there was not enough funding to allocate positions to all applicants that met the criteria. With the increase in number of applications this meant that many applications were not funded. The reality is that the Work-Study Grant Fund remains the same while minimum wage increases (higher cost resulting in less positions) and the demand for Work-Study allocations also increases. It was very difficult as we had a tremendous response to the call this year and there were simply not enough positions to satisfy the demand.

QUESTION: If I know a student I would like to hire, do I still need to post the position?

ANSWER: Yes, you still need to post the position. In order to follow fair hiring practices, all Work-Study positions must be posted for a minimum of one week in CareerLink and that a reasonable effort is being made to find the best person for a given job. Also, if a hired student leaves the position prematurely you have a group of other applicants that will provide you with a quick replacement.

QUESTION: Can I rehire the same student without reposting the position?

ANSWER: Yes, but only in the **same funding year**. The next funding year you must repost.

QUESTION: How many times can I rehire a student?

ANSWER: You are allowed to hire the same student for a maximum of **three semesters**.

CONTACT US

Please contact us if you have any questions or concerns.

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