

WORK-STUDY GRANT PROGRAM
OPERATIONAL GUIDELINES

University of the Fraser Valley, 2023-24

1: GENERAL

1.1: DISCLAIMER

These guidelines were developed with four goals in mind:

- 1: Simplification of administrative processes
- 2: Transparency of decision processes and funding allocation
- 3: Fairness in distribution: Merit-based across functions, faculties, departments, and campuses
- 4: Accountability for fund usage

Attempts were made to keep these guidelines concise and consistent; guidelines will always be incomplete. Exceptions to these guidelines require exceptional circumstances and proof thereof; reason and reasonableness shall prevail.

1.2: PURPOSE OF THE WORK-STUDY PROGRAM

The purpose of the Work-Study Grant Program is to supply full-time students with substantial part-time job opportunities at the University of the Fraser Valley. Job opportunities funded through the program must either contain a significant educational component, ideally related to a student's field of study or provide a service that is most effective when rendered by a student and directly to other students.

1.3: FUNDING SOURCES AND ADMINISTRATION

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 positions. Applicants who are allocated positions work with the CECE office 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.

1.4: THE STANDARD GRANT SIZE

The standard grant size is 120 hours for one semester (Summer, Fall, or Winter). It may be freely distributed to one student over any one semester (e.g., 4 weeks of 30 hours each, 12 weeks at 10 hours each) as long as work time does NOT exceed 8 hours per day, 40 hours per week, and 120 hours per semester.

The splitting of a standard grant amongst several students simultaneous in time is **not permitted**. The exception to this rule is Work-Study Grant Program-funded work that demonstrably requires:

- 1: Completion within a short period of time (e.g., field data collection, event organization)
- 2: Independent proof (e.g., investigations into sampler bias)
- 3: Additional personnel for safety or security reasons

If an exception is made, the splitting of a standard grant amongst several students is limited to two students per semesters.

Work-Study Grants may only be used to cover labour costs. 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.

1.5: WAGES AND POSITIONS

Work-Study Grant Program wages are uniform at the minimum wage level regardless of the work being performed by the student.

Hourly wage for a Work-Study Grant student = Provincial minimum wage (as of 01-JUN-2022) \$15.65 + 6% vacation pay + 4% in lieu of statutory holidays	\$17.22
Hourly wage cost = Hourly wage + 21% benefits	\$20.83
Total cost for a 120-hour position	\$2499.62

Note: In 2014/2015, an additional 36 Work-Study positions were permanently converted to Supported Learning Group leaders.

1.6: ALLOCATION OF POSITIONS

Allocations are divided into two functional pools: Research and Service. Applicants are required to declare the functional pool of their work and will compete for positions against applicants of the same pool. If a position should fall into more than one category, please indicate the primary function.

Research: Positions that contribute to the creation of new knowledge or new understanding, usually in connection with a specific project.

Service: Positions that contribute to the operation of the university, usually in connection with a specific function or project.

The fraction of positions allocated to a pool is determined by the number of positions requested for that pool divided by the number of positions requested for both pools.

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/>).

1.7: PRE-ALLOCATION OF FUNDS

There will be no more pre-allocation of funds.

2: APPLICATION AND DECISION

2.1: ELIGIBILITY FACULTY/STAFF

Demand for Work-Study Grant funding is high; only the following UFV employee appointments are eligible to apply:

- 1: Type A Staff
- 2: Type B Faculty
- 3: Manager
- 4: Director
- 5: Department Head

2.2: DATES AND DEADLINES

Every year one competition is held, covering the funding semesters Summer, Fall, and Winter.

Call for Work-Study Grant applications sent to deans and department heads (for further distribution)	16 Jan
Work-Study Grant application deadline	15 Feb
Email notifications about funding decisions sent out to applicants	15 Mar
Work-Study position start and end dates	Summer: 01 May - 31 Aug Fall: 01 Sep - 31 Dec Winter: 01 Jan - 30 Apr

2.3: APPLICATION FORM

Instructions to apply for the Work-Study Grant are posted online at <http://ufv.ca/jobs/work-study/>. Please complete one application and one **Work-Study Job Posting Template (located on the website)** for each position title. Completed forms must be submitted through CareerLink by the application deadline.

2.4: CONDITIONS

- 1: All Work-Study Grant Program records (including, but not limited to, application forms, grant decisions, financial records, work evaluations) are public records and may be made public in electronic and non-electronic form.
- 2: The grant holder will abide by the applicable Work-Study Grant Program Operational Guidelines.
- 3: Each 120-hour Work-Study grant may be used in any one funding semester (Summer, Fall, or Winter) and must be used completely within that semester. Unused funds cannot be transferred to another funding semester but will flow back into the Work-Study Grant Program and will be

redistributed. Funds used in excess of the grant must be repaid to the Work-Study Grant Program.

- 4: At the beginning of the semester in which the Work-Study Grant is used the grant holder must provide the Work-Study Grant Program (workstudy@ufv.ca) with the successful student's name, email address, and student number, along with the position title they will be filling.
- 5: Breach of these rules may result in the cancellation of the Work-Study grant.

2.5: DECISION MANAGEMENT

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

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

2.5.1: RESEARCH POOL

The adjudication and decision-making process for research assistantships are the responsibility of the Research Office. Applications are evaluated using the following criteria:

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.

Applications that best meet the criteria are offered allocations until the funds are exhausted.

2.5.2: SERVICE POOL

All decisions regarding applications for Service positions are the responsibility of the CECE. Applications are rated using the following criteria:

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 are offered allocations until the funds are exhausted.

3: STUDENT EMPLOYMENT

3.1: STUDENT ELIGIBILITY

- 1: Grade Point Average (GPA): Students must hold and maintain throughout the funding semester a minimum GPA of 2.0. Students without a GPA may apply for positions only after a GPA has been assigned. Students in programs that do not assign a GPA (e.g., Trades, Teacher Education Program) must have advanced at a reasonable pace.
- 2: Enrolment: For the Summer semester: If students will return to full-time study in the following Fall semester, no enrolment is required. For the Fall and Winter semesters: Students must be and remain enrolled in a minimum of 9 UFV credits throughout the semester, 6 credits if registered with Disability Services. For Trades a minimum of 18 hours of non-credit courses is required.
- 3: Limitations: Work experience opportunities are limited at UFV and should be spread widely. Consequently, 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.
- 4: Graduation: Students completing their program of study in the semester for which the Work-Study Grant has been awarded may complete the full allocation of hours.

3.2: GRANT HOLDER RESPONSIBILITIES BEFORE HIRING

Before a student is hired, the grant holder is responsible for:

- 1: Posting all funded positions on CareerLink (<https://ufv-csm.symplicity.com/employers/>), the CECE's online database system by April 30, August 31, or December 31. The posting must be active for a minimum of one week. All students must apply to positions through CareerLink. Re-hiring a student for the same position within the same funding year does not require a reposting on CareerLink.
- 2: Conducting 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>).
- 3: Ensuring that the successful candidate meets all criteria in 3.1: STUDENT ELIGIBILITY and that the successful student enters the employment details into CareerLink. These steps are necessary to ensure that UFV Financial Services can properly process the student; only then will the student be covered by applicable insurance policies during work hours and for the duration of the funding period.
- 4: Providing the Work-Study Grant Program (workstudy@ufv.ca) with the successful student's name, email address, and student number, along with the position title they will be filling, at the beginning of the semester in which the Work-Study Grant is used.

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>.

3.3: GRANT HOLDER RESPONSIBILITIES AFTER HIRING

After a student has been hired, the grant holder is responsible for:

- 1: Providing safe and secure working conditions. See also Health, Safety and Wellness Office: <https://www.ufv.ca/safety-and-security/safety-programs/>
- 2: Ensuring that both grant holder and student follow the rules and regulations of B.C. Employment Standards Act (<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>), especially the chapter: Hours of work and overtime
- 3: Clarifying to the student the grant holder's expectations and the student's responsibilities
- 4: Ensuring that the job description as detailed on the Work-Study Grant Application Form and the actual work performed by the student are in agreement
- 5: The supervision of the student's work*
- 6: Monitoring the student's work hours in relation to the standard grant (see 1.4: THE STANDARD GRANT SIZE and 3.4: FINANCIAL MANAGEMENT)

What's New

1. **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.
2. **Supervisor Feedback:** 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.

*Note: Positions that include marketing and/or communication duties, please ensure the student receives **training from the UFV staff** who holds responsibility for marketing and/or communication duties in the department. The UFV staff assumes responsibility for all published content (Work-Study students should not publish content independently).

3.4: FINANCIAL MANAGEMENT

Payroll deadlines and timesheets can be found at: <http://ufv.ca/finance/forms/>

For each pay period:

- 1: Students must keep **accurate timesheets**
- 2: The grant holder **must verify and sign student timesheets**, ensuring no UFV observed holidays are listed
- 3: Students/supervisors must submit their timesheets to CECE before the applicable deadline
- 4: CECE submits timesheets to Payroll

The CECE makes every effort to monitor fund usage and notify supervisors when grants have 30 or fewer hours remaining. However, if timesheets are not submitted to the CECE in time and/or are not submitted regularly, and/or if the hours claimed exceed the hours remaining, funds used in excess of the grant must be repaid to the Work-Study Grant Program.

3.5: COMPLAINT PROCEDURE

The first point-of-contact for Work-Study Grant applicants and grant holders is CECE.

Students employed under a Work-Study Grant must contact the Office for Academic Integrity and Appeals.

4: FREQUENTLY ASKED QUESTIONS

QUESTION: Why do I have to declare the position function as Research OR Service; can't a position combine more than one function?

ANSWER: Broadly speaking Research and Service are the functions at the University of the Fraser Valley. However, positions in these functions may or may not have the same intrinsic value to students. In order to ensure a fair competition, applicants are competing against each other within a function, e.g., a Research applicant is competing against all other Research applicants, but not against Service applicants. Furthermore, all decisions regarding applications for Research positions are handled by the Research Office; Service positions are handled by the CECE.

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

ANSWER: Yes, you do, for four reasons: First, it just wouldn't be fair otherwise. Second, the Work-Study Grant Program is funded through public monies and in a meritocratic society the expectation is that reasonable effort is being made to find the best person for a given job. Third, a hired student may leave the position prematurely and a group of other applicants will provide you with a quick replacement. Fourth, for each position a paper trail must be established.

QUESTION: May I apply for a Work-Study Grant of less than 120 hours?

ANSWER: No, the standard grant size is 120 hours. However, you may use fewer hours or find a co-applicant for unused hours.

QUESTION: Can there be two faculty or staff applicants on the same project?

ANSWER: Yes, Work-Study Grant holders may share a student as long as 120 hours per semester are not exceeded. Ideally, you would find one student who works for both your projects. Please designate only one contact person in the application form who will act as supervisor for the student.

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