

VIU On-Campus Student Employment Policy

General

Student employees contribute significantly to both the academic and administrative areas of the University. On-campus employment opportunities offer students worthwhile work experience relevant to their chosen discipline. They also provide financial assistance to qualified students whom otherwise might not be able to pursue degrees. In accordance with the United States Citizenship and Immigration Services (USCIS) regulation, students cannot work more than 20 hours a week while school is in session and no more than 40 hours a week while school is not in session or during annual vacation.

The Department Head is responsible for:

- Reviewing and hiring Department assistants.
- Ensuring that the duties of on-campus student employees are in accordance with the job description on file in each department or program area.
- Evaluating student work performance at the end of each semester.
- Submitting official notification to the Department of Human Resources of each resignation before the position is reassigned.

Employment Benefit: Tuition Discount Criteria

1. Students will be compensated financially, but will not receive a tuition discount, during their first semester of employment on-campus.
2. Students will be compensated financially and will receive a tuition discount (% increases as noted) during the following semesters of on-campus employment: *(Tuition discounts will be applied to student employees working an average of 16 hours or more a week)*
 - a. 10% tuition discount during their second semester of employment on-campus;
 - b. 20% tuition discount during their third semester of employment on-campus;
 - and
 - c. 30% tuition discount during their fourth semester of employment on-campus.
3. Students working subsequent semesters will maintain their 30% tuition discount while employed on-campus.
4. If a student employee is receiving an academic scholarship from VIU, the tuition discount will be applied to the remaining tuition due after the scholarship is deducted. The tuition discount can be applied up to the minimum required course load for full-time study per semester. Tuition for any extra course load will not be discounted.
5. Continued ability to work at the university and receive a tuition discount will depend on position availability, academic performance, employee evaluation, and adhering to policies.

Criteria for Utilization

1. The assignments of on-campus student employment should make a substantially productive contribution to the mission of the department of the university.
2. Professional relevance of job assignments: Assigned duties and responsibilities should be meaningful in terms of complementing the student's formal academic work and should add to her/his professional development.
3. Recruitment of on-campus student employees: The availability of tuition assistance for full-time students during the academic year is intended to be of assistance in recruiting academically superior students; therefore, students who have been accepted "provisionally" are ineligible. Students who are accepted "conditionally" should be considered only after all eligible students accepted "unconditionally" have been considered.
4. Conditions of Employment: Students are required to be in good standing with the university academically (a minimum of a 3.0 GPA) and carrying a full-time course load, except during summer semester or if it is the student's last semester. They must complete a successful interview process and provide 2 solid references for employment. If a student leaves their position for a break of more than 30 days at anytime, including weekends, then their employment will be terminated and their tuition discount revoked the following academic semester. They must reapply for any available position and, if hired, they will be treated as a new employee.
5. Work schedule: A set work schedule will be chosen based on the position's required hours and the student employee's availability, which is subject to approval by the supervisor. The following regulations should be considered when setting up a student employee's work schedule.
 - a. Student employees with an F-1 visa status cannot work more than 20 hours a week while school is in session by USCIS regulation.
 - b. On-campus student employees should not work more than 8 hours in one day.
 - c. A one hour unpaid lunch break should be scheduled if the student employee is working 6 or more straight hours a day.

The Department of Human Resources should be informed of all work schedules and changes in schedules for student employees.

6. All on-campus student employees must punch in and out when arriving and leaving the office. The punch clock record will be matched to a timesheet completed by the student employee; in which payroll is calculated based on the number of hours worked each pay period. Student employees must complete a timesheet each pay period and have it approved by their supervisor.

Hiring Procedures¹

1. Department Head sends a job requisition request with an attached job description to the Department of Human Resources (HR).
2. The Human Resources Committee evaluates the position need and cross checks with the Finance Department for budgeting purposes.
3. Upon approval, HR will post the position opening on the VIU website, stating opening and closing dates for applications, and will inform students of the employment opportunity via VIU email.
4. Students may obtain applications for employment from HR or on VIU's website. An application must be completed and submitted by the student directly to HR in person or via email. HR will review the applications, screen out ineligible students, and forward the eligible candidates to the hiring Department. Students must apply for each posted position separately to be considered.
5. Department Head will review the applications, interview students, and notify HR of the desire to hire an eligible student for the term of one semester. Once the new student hire is approved, HR will complete the hiring process and obtain all the necessary documentation for the student employee's personnel file.
6. Students may not begin work prior to completion and submission of all required employment forms. HR will provide a brief orientation, distribute the Employee Handbook to the new hire, and notify the Department Head when all paperwork is completed.
7. Department Head will be responsible for training and formal evaluations of the new student hire. The first formal evaluation is conducted after one month of employment. Following a positive evaluation, HR will complete the necessary forms for a new student hire to apply for a social security number if applicable.
8. All on-campus employment positions should be requested in writing to HR no later than 30 days prior to the beginning of the semester by the Department Head. All positions will be finalized no later than four weeks after the start of each semester.

¹ For Hiring procedure chart see Appendix 1.

Appendix 1

On-Campus Student Employment

Hiring Procedure

