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 (called Student Support Representatives or SSR).
- Ensuring that the duties of on-campus Student Support Representatives are in accordance with the job description on file in each department or program area.
- Evaluating Student Support Representatives work performance every month for the first three months of employment and at the end of each semester.
- Training the Student Support Representatives in job requirements and campus policies.
- Submitting official notification to the Department of Human Resources of each Student Support Representatives resignation.

Employment Benefit: Campus Employment Scholarship

1. Student Support Representatives are only eligible for the Campus Employment Scholarship during semesters they are actually working on campus. For example, if you worked on campus during the Fall but your position was eliminated for the Spring, you are not eligible for the Scholarship in the Spring.

2. Students hired as Student Support Representatives will be compensated financially, but will not receive a Campus Employment Scholarship (CES), during their first semester of employment on-campus.
   - Students are eligible for the CES in the Spring semester if hired within the first 7 weeks of the Fall semester or if hired anytime within the Summer II semester or before.
   - Students are eligible for the CES in the Fall semester if hired anytime within the Summer I semester or before.

*Please note: Campus Employment Scholarships are only awarded in Fall and Spring semesters – not for Summer sessions.

9/2/2014
3. Student Support Representatives will be compensated financially and will receive a Campus Employment Scholarship (see below) during their eligible semesters of on-campus employment.

**Graduate Students**
- 1st semester eligible - $600
- 2nd semester eligible - $1,200
- 3rd (and all future) semester(s) eligible - $1,800

**Undergraduate Students**
- 1st semester eligible - $500
- 2nd semester eligible - $1,000
- 3rd (and all future) semester(s) eligible - $1,500

4. Campus Employment Scholarship is only available for Student Support Representatives that are working an average of 16 hours or more a week in the previous semester.

5. During the Summer sessions, as they are paid staff, Student Support Representatives can only take one VIU course if working 40 hours per week.

6. Student Support Representatives are eligible for either the Campus Employment Scholarship or an academic scholarship, not both. The student may determine which they would like to receive and will indicate this on the Scholarship Consent Agreement form available in the Registrar’s Office.

7. Continued ability to work at the university and receive a Campus Employment Scholarship will depend on position availability, academic performance, employee evaluation, and adhering to policies.

8. In order to receive Campus Employment Scholarship, Student Support Representatives must sign a waiver to allow VIU to use their image in marketing materials.

**Criteria for Utilization**

1. The assignments of on-campus Student Support Representatives 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. Some positions can be considered for CPT. It will be student’s responsibility to complete all required documents for CPT to comply with their F-1 Status.

3. Recruitment of on-campus Student Support Representatives: The availability of the Campus Employment Scholarship for full-time students during the academic year is intended to be of assistance in recruiting academically superior students; therefore,

9/2/2014
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. Only students enrolled in academic programs may be considered. Students in the ESL program are not eligible.

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 semesters or if it is the students’ 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 any time, including weekends, then their employment will be terminated and their On-campus Tuition Scholarship revoked the following academic semester. They must reapply to be considered 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 staff’s availability, which is subject to approval by the supervisor. The following regulations should be considered when setting up a student staff’s work schedule.
   a. Student Support Representatives with an F-1 visa status cannot work more than 20 hours a week while school is in session by USCIS regulation.
   b. Student Support Representatives cannot work more than 8 hours in one day.

The Department of Human Resources should be informed of all work schedules and changes in schedules for Student Support Representatives.

6. All Student Support Representatives 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 Support Representatives. Payroll is calculated based on the number of hours worked each pay period. Student Support Representatives must complete a timesheet each pay period and have it approved/signed by their supervisor.