

SA 7.STUDENT EMPLOYMENT -WORK STUDY- POLICY

Title:	Student Employment (Work Study) Policy
Policy Number:	SA 07/ 01.2014
Effective Date:	September xx, 2014
Issuing Authority:	President

1. RATIONALE

Rafik Hariri University (RHU) offers a limited number of student employment opportunities under the Work Study Program (WSP) every semester. The WSP provides limited financial support and an opportunity to attain practical experience to qualified students in return for specific tasks they perform in areas related to their field of study.

2. POLICY

1. Work Study (WS) employment is open to students who meet the eligibility criteria only.
2. Work assignment is limited to 8 hours per week at a rate of \$6/hour.
3. Applications must be received at the Student Affairs Office (SAO) by the end of the fall (spring) for spring (fall) semester employment by the announced deadlines.
4. Students granted WS employment are required to attend an orientation session on work-study policies and procedures and to sign a WS agreement.
5. The SAO shall maintain records of all student work study activities.
6. A work supervisor shall be designated to each student on a SWP assignment to ensure that student is accomplishing the required tasks.
7. The work supervisor submits to the SAO a **bimonthly** Work Study Report (WSR) on the accomplished tasks, and after verifying them the SAO forwards the reports to the Finance Department for payment.
8. Student performance shall be evaluated continuously to decide on continuance of work-study privileges.
9. A WS recipient shall not be assigned the task of grading students' work or proctoring exams.
10. Priority of WS assignments shall be given to those who do not benefit from other financial tools.
11. The number of WS hours usually assigned to a student is proportionate with his/her CGPA as follows:
 - a. 70 < CGPA < 74.99, 50 hours
 - b. 75 < CGPA < 79.99, 60 hours
 - c. CGPA > 80, 70 hours

3. ELIGIBILITY REQUIREMENTS

To be eligible to apply for the RHU's WSP, the applicant must satisfy the following conditions:

- Is in good academic standing with a minimum cumulative GPA of 75%.
- Has earned a minimum of 12 credits by the term of employment
- Has completed previously awarded work study appointment satisfactorily (if applicable)
- Has completed at least one semester of study at RHU.
- Has not been subject to any disciplinary action for violating University rules.

Meeting the above requirement does not guarantee work study assignment. Other factors such as financial need, availability of funds are also taken into consideration.

4. APPLICATION PROCESS

Applicants to the WSP must submit by the stated deadlines to the Student Affairs Office (SAO) the following documents:

1. A completed Work Study Application Form (WSAF).
2. A Passport-size photograph.

5. SELECTION PROCESS

- At the start of the semester, the SAO announces the deadline to apply for the work-study program. Academic or administrative staff members may identify and convince eligible students to apply for the program and indicate their preferences of work assignment on the application form.
- The college deans and administrative unit directors submit to the SAO their requests of the number of work-study awards they need before the beginning of a semester.
- Applications are reviewed and WS grants are awarded to the applicants who meet the eligibility criteria, pending availability of funds.
- The SAO coordinates with the various departments and units for the final work assignments of approved applicants.
- Students granted employment are informed of the decision and called in to attend an orientation session on work-study policies, procedures, rights and responsibilities.

6. PAYMENT PROCESS

1. The SAO submits the approved list of WS recipients with the number of approved work hours to the Finance Department.
2. The Finance Department either pays the approved compensation directly to the student or deposits it as credit to the student's account.

7. DISQUALIFICATION

Work Study privilege will be revoked if the student:

- a. Violates University rules and regulations
- b. Violates confidentiality policy or commit a breach of trust while on assignment
- c. Attempt to search for or divulge any classified information beyond task requirements.
- d. Does not fulfill assigned duties as required.
- e. Receives a disciplinary probation as a result of misconduct.
- f. Had intentionally presented false evidence or misleading statements on the application.

Any violation of the work-study agreement may disqualify the student from any future employment opportunity at RHU.

8. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student, staff or faculty member to get familiarity and adhere to the policies and procedures relevant to the work-study assignment. It is also their responsibility to submit a completed and certified Work Study Report to the SAO by the end of each month.

9. RELATED DOCUMENTS

- Work Study Application Form
- Copy of student's RHU ID card
- WS Assignment form
- Request for Work Study Support Form

- Work Study bimonthly Report Form
- Evaluation report

10. APPROVAL AND REVIEW

This policy was reviewed and approved by:

1. Policy proposed by:
2. Reviewed and forwarded by:
3. University Policy Review Committee
4. Student Affairs Office

11. Final Approval

Approved as policy by the Board of Deans on:	May x, 2015
Approved by the BOT (if required) on:	NA
Dates of Official Enactment:	September1, 2015
Dates of Amendments:	February 22, 2016; February 5, 2018.
History:	NA
Cross Reference:	Financial Support and Scholarship Policy
Next Revision Date:	May, 2018

President

Signature:

Date:

WORK STUDY APPLICATION FORM

The student fills out and submits this application to the Student Affairs Office (SAO). The SAO checks the eligibility criteria and forwards the application to the Administrative Committee for final action. The SAO informs the student and keeps a copy of the signed form in the student's file.

Student's Name (ID)		Attach a Passport-size photograph
College and Major		
Term and Year		
# of Credits Completed		
# of work hours / week		
Financial need is a reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Desired work assignment		

Student's Attestation

I commit to: perform the assigned tasks with diligence; follow the guidance of the work supervisor; comply with all university rules and regulations; protect the university property; treat work colleagues with respect; and record the work hours and accomplishments accurately. I am aware that failure to abdicate those commitments shall result in the revoking the work assignment privileges.

Signature & Date:

Eligibility criteria check – Student Affairs Office	
a. Financial need?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please elaborate on a separate sheet
b. Cumulative GPA >= 70?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Completed previous work-study assignments satisfactorily?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
d. Current Semester Load >= 12 credits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Any misconduct on record?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation of the Students' Affairs Office			
<input type="checkbox"/> Approved	# of Hours/week		Department Assigned
<input type="checkbox"/> Not Approved (State reasons)			
Signature of Committee Chairperson		Date	

cc: Student Affairs Office
Applicant

