

## STUDENT EMPLOYMENT- WORK STUDY POLICIES

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<b>Title:</b>	<b>Student Employment -Work Study Program Policies</b>
<b>Policy Number:</b>	SA 7/08.2018
<b>Effective Date:</b>	September, 2018
<b>Issuing Authority:</b>	Office of the President

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### 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 a maximum of 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) and summer 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 Assignment form.
5. The SAO shall maintain records of all student work study activities.
6. A work supervisor shall be designated to each student on a WS assignment to ensure that student is accomplishing the required tasks.
7. The work supervisor submits to the SAO interim Work Study Reports (WSR) on the accomplished tasks twice per semester, 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.  $70 < \text{CGPA} < 74.99$ , 50 hours
  - b.  $75 < \text{CGPA} < 79.99$ , 60 hours
  - c.  $\text{CGPA} > 80$ , 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 70%.
- 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

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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

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- Before the end of the previous semester, the SAO announces the deadline to apply for the work-study program for the following semester. 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. Their request shall be communicated with the SAO by email before the assigned deadline.
- 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

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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.
3. If a WS student has financial holds, the Finance Department reserves the right to transfer the WS payment to the student's account.

#### 7. DISQUALIFICATION

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Work Study privilege will be revoked if the student:

- a. Violates University rules and regulations
- b. Violates confidentiality policy or commits 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

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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 bimonthly.

#### 9. RELATED DOCUMENTS

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- Work Study Application Form

- WS Assignment form
- Work Study Schedule Planning Form
- Work Study Log Form
- Bimonthly Interim Work Form
- Interim Work Appraisal Form
- Work Study Noncompliance Report
- Request for Work Study Support email

## **10. APPROVAL AND REVIEW**

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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**

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**Approved by RHU Administrative Board on October 22, 2024**

