

Policy on Paid Work Study

Title:	Paid Work Study
Policy number:	POL 047
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	(dd/mm/yyyy)
Date of Board approval if required	06/12/2023
Effective date of implementation	06/12/2023
Frequency of review required	2 years
Replacing or superseding information	Policy on Paid Work Study; Policy Number: 2017-05-003
Revision number	2
Responsible Office	Office of Administrative Services
Accountable Officer	Vice President, Administrative Services
Related legislation, regulation, policy, or policies	
Appendix/Appendices	None

1. **Authority**

The Board of Trustees.

2. **Purpose**

To give students who are eligible the opportunity to gain meaningful work experience earning money to defray the cost of their financial needs while attending the University. The of University of the Bahamas Work Study programme provides part-time jobs for undergraduate and graduate students. The program encourages community service work and work related to the student's course of study.

3. **Scope**

This policy applies to all departments who hire Work Study Students and to the Work Study Students.

4. **Definitions**

Work-study: a temporary/part-time work position awarded to a student on a semester basis, enrolled in a minimum of 6 credits during the fall and spring semester. Students are eligible for work-study during summer sessions I and II.

5. **Policy Statement**

- 5.1. **Role of Financial Aid & Scholarships:** The Office of Financial Aid and Scholarships will maintain a listing of all available positions and will provide the requesting department with the names of eligible students who wish to participate in the work study programme. All students must apply online through the Financial Aid portal in Banner Student Aid. Student placement is dependent on availability of the budget and the desire of the department to employ them. The hiring of the student will be the decision of the relevant department. The Office of Financial Aid & Scholarships will maintain the records to facilitate appropriate reporting.
- 5.2. **Hours of Work:** Work Study positions are temporary/ part-time and students work normally no more than 20 hours per week. These positions do not include salaried student employees or positions posted and recruited through the Human Resources Department.
- 5.3. **Eligibility:** To be eligible students must complete the online application in the Financial Aid portal in Banner, Student Aid. Work study students must be in good academic standing. Academic progress must be maintained as defined by the Academic Senate. A student must be enrolled for a minimum of 6 credit hours for the Fall and Spring semester and 3 credit hours for the summer sessions in which he/she is on work-study.
- 5.4. **Maximum Hours:** A student will not normally work more than twenty (20) hours per week. This is designed to ensure that the student is able to focus on his/her academic work.
- 5.5. **Remuneration:** The minimum hourly rate paid to students will be no less than the national hourly minimum wage. The hourly rate may be more depending on the students' experience and skill level.
- 5.6. **Funding:** The funding for all positions will come from The Office of Financial Aid and Scholarships' budget, with few exceptions.
- 5.7. **Student's Responsibilities:**
 - 5.7.1. Work only during hours which they are scheduled that do not conflict with times the student is scheduled to be in class, even if the class is canceled.
 - 5.7.2. Maintain eligibility to receive university work-study funding and immediately inform the hiring department if they become ineligible to receive funding.
 - 5.7.3. Provide the hiring department their class schedule prior to beginning work and maintaining a set work schedule.
- 5.8. **University's Responsibilities:**
 - 5.8.1. The university is responsible for providing the student with clear terms of engagement and expectations.
 - 5.8.2. The university is responsible for providing the student with information on the infrastructure to address concerns and make complaints.
 - 5.8.3. Advertise this programme and make the information available to all students.

5.9. **Equal Opportunity:** The University of the Bahamas is committed to ensuring equal opportunity with respect to both education and employment and does not discriminate on the basis of religious beliefs, political opinions, sex, disability, race, national origin, ethnicity, age, or gender.

6. **History**

The history table documents significant changes so that the evolution of the Policy is recorded.

Revision	Date	Description of Change
2	Sept 2023	Definition 2 Changes to Policy/Comments – 5, 7 and 11 Hours of Work 4
2	Sept 2023	Inclusion of summer session 2.1
2	Sept 2023	University Responsibilities 10.2