

# THE STUDY-WORK POLICY



## THE MICO UNIVERSITY COLLEGE

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## Table of Contents

1. Overview.....	2
2. Purpose.....	2
3. Scope .....	2
4. Definitions .....	2
5. Policy Content and Guidelines .....	3
5.1 Organisation .....	3
5.2 Scheduling .....	3
5.3 Compensation .....	4
5.4 Assessment.....	4
5.5 Termination of Employment .....	4
6. Roles and Responsibilities .....	5
7. References.....	6

## 1. Overview

The Mico University College accepts students from varying backgrounds and seeks to provide opportunities through its Study Work Programme, for those students to earn credits or to earn monies towards their education or their accommodation, especially where there are challenging financial circumstances. The programme offers students access to clerical, research, technical, library or other jobs on campus. The programme not only helps students financially but can develop career-related skills and experience.

The Policy will be consistent and complementary to all other University College policies.

## 2. Purpose

The purpose of this policy is to establish a framework for the operation of the Study-work Programme.

## 3. Scope

The policy is applicable to students in the undergraduate Degree Programme, who are full-time registered students who have met the eligibility criteria and who whose applications for the programme have been assessed and accepted. The programme is not applicable to regular employees of the University College who after their employment become students at the institution.

## 4. Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Student-Employee	An undergraduate student, who has the requisite knowledge, skills and temperament for learning, and who has been placed by the institution in various faculties/administrative departments and assigned specific tasks.
Supervisor	A member of staff employed by the institution that gives direction to the Student-Employee, and monitors performance.
Study-Work Programme	The programme allowing a Student Employee to undertake work assigned by the University College to a maximum of 200 hours/academic school year, and whose compensation shall be in terms of credit hours or credited to tuition and or boarding.

## 5. Policy Content and Guidelines

Study-work Programme shall be arranged by the University College to assist students to earn credits or monies for tuition and/or boarding fees.

### 5.1 Organisation

- a. Only students enrolled in the full-time Undergraduate Degree Programme are eligible and must satisfy the academic requirements in terms of interest, experience and/or Grade Point Average. An eligible student shall demonstrate the need to be on the programme.
- b. Applications for the study-work programme must be completed by the student, within the first month of the academic year.
- c. The student must seek approvals from The Director of Student Services who has responsibility for Student Welfare, the Director of Human Resources, who has responsibility for placement in the programme and the Dean of the Faculty. Where the student is seeking compensation in terms of credit hours, authorization must also be sought from the Head of Department.
- d. After a period of review, a student will receive advice from the HR Department as to whether or not they have been accepted into the programme. If accepted, the terms and conditions of employment will be communicated. ***No student will be allowed to work until they have had communication from the HR Department.***
- e. The approval to be on the Study-work programme shall be for a period of one semester, but this may be extended to include an additional semester and the summer session, where applicable. The student must reapply annually, if they wish to remain in the programme.
- f. Failure to abide by any of the terms and conditions established may result in the student being withdrawn from the programme
- g. Compensation rates in terms of credit hours and remuneration rates will be determined by the University College
- h. The policies may be subject to change without notice.

### 5.2 Scheduling

- a. The maximum time allowed for work shall be 200 hours for the academic year. Work allotted to the student shall not commence before the official start of the semester and work shall not take place beyond the last day of formal classes at the end of the semester. However, special permission may be sought to work during the holidays when school is not in session.

- b. The hours allotted for a student's work load on the study-work programme shall be between 10 – 15 hours, but shall not exceed 20 hours in any calendar week when school is in session; and if permission is granted for work during non-school period, the duration of the work time shall not be more 35-hours in any calendar week.
- c. The Student-Employee shall be assigned to a Department in a Faculty or in any Administrative area and shall be supervised by a Supervisor. The Supervisor shall indicate the days, the times and the duties and tasks to be performed.
- d. Students, who are unable to work their scheduled time for any reason (i.e., sickness, field trips, etc.) must notify their supervisor before the scheduled time for work; students will not be compensated for time not worked.

### **5.3 Compensation**

A student will only be compensated for actual hours worked. Therefore a student who is absent due to illness, holidays, or other reason shall NOT be paid or given credit for the time missed. A student shall NOT be compensated for time taken for meals. The student will be required to prepare a time sheet, providing an accurate record of the hours worked and authorized by the supervisor at the end of each week. If the student is to be compensated in terms of credit hours, the completed and authorised time sheet shall be submitted to the HOD. If the student is to be compensated by payment towards tuition and/or boarding, the completed and authorized time sheet shall be submitted to the Accounts Department.

Compensation will be awarded monthly either in terms of time i.e. credit hours – towards (a) community service hours, (b) general coursework requirements or (c) practicum/field requirements; or be credited to the student's tuition and/or boarding accounts and **no cash shall be given to the Student-Employee.**

### **5.4 Assessment**

The student's performance on the job shall be assessed by the supervisor at the end of each semester (or the summer session where applicable) and a recommendation made to the Dean for termination or continuation as the case may be. The student will have to re-apply annually to continue on the programme.

### **5.5 Termination of Employment**

Student-Employees may be withdrawn from the Study-work Programme for improper conduct or unsatisfactory work performance. Supervisors shall notify the HR Department, who shall terminate the employment of the student in writing in accordance with the procedures for terminating staff.

## 6. Roles and Responsibilities

### a) The HR Department

The HR Director shall:

- i) Ensure that
  - Applications are assessed in accordance with the rules and regulations established by the institutions
  - Student-Employees are selected in accordance with the criteria established by the institutions.
- ii) Grant authorizations for Student employment as warranted.
- iii) Assign Student-Employees positions in appropriate departments in the institution.
- iv) Provide the necessary documentation to authorize the Accounts Department to make payment to the student-employee by crediting the student's account for tuition and/or boarding
- v) Advise applicants whether or not they have been selected and advise applicants who have been selected of the terms and conditions of employment

### b) The Director of Student Services

The Director of Student Services shall:

- i) Ensure that
  - Applications are assessed in accordance with the rules and regulations established by the institutions
  - Student-Employees are selected in accordance with the criteria established by the institutions.
- ii) Grant authorizations for Student employment as warranted.

### c) The Dean

The Dean shall:

- i) Ensure that
  - Applications are assessed in accordance with the rules and regulations established by the institutions
  - Student-Employees are selected in accordance with the criteria established by the institutions.
- ii) Grant authorizations for Student employment as warranted.
- iii) Monitor from time to time the progress of the student-employee

d) The Head of Department

The Head of Department shall:

- i) Grant authorizations for Student employment as warranted.
- ii) Monitor from time to time the progress of the student-employee
- iii) Ensure the assignment of credit hours where the student-employee opts to be compensated in terms of credits.

e) The Supervisor

The Supervisor shall:

- i) Advise of the days and the times of work for the Student-Employee.
- ii) Assign duties tasks to the Student-Employee
- iii) Give guidance and direction to the Student-Employee
- iv) Monitor the progress of the Student-Employee
- v) Approve the time-sheet as necessary

f) Student-Employee

The Student-Employee shall:

- i) Apply for acceptance to the institution through the HR Department
- ii) Establish that they qualify for registration for full time Degree Programme
- iii) Ensure that they are in satisfactory academic standing
- iv) Demonstrate financial need
- v) Perform the job professionally, ensuring that they are punctual at work, attend regularly and that tasks assigned are satisfactorily completed.
- vi) Notify the supervisor of any changes which may impact the job.
- vii) Complete the time-sheet weekly
- viii) Comply with the rules and regulations

## 7. References

- a) Human Resource Policy