

# Fall/Winter Work Study Employment Contract



Complete, sign, scan then email the contract to [wkstudy@queensu.ca](mailto:wkstudy@queensu.ca)

It is essential your candidate has provided proof of a Work Study entitlement to you prior to filling out this contract.

## STUDENT INFORMATION

Name:	Student Number:	Student Phone:
Email:		
<b>I understand (please read carefully before signing):</b>		
<ol style="list-style-type: none"> <li>That I will be paid the standard hourly rate of <b>\$14.60</b> (this includes 4% vacation pay). I will submit my time sheets to my supervisor prior to the payroll cut-off dates. A failure to meet these deadlines will result in my pay being delayed until the next pay period.</li> <li>I will remain on the job until the end of any term in which I work including reading and exam periods, or until my earnings entitlement is exhausted. I am aware that I am not permitted to carry forward any part of this entitlement beyond the study period end date.</li> <li>I will inform my employer and Career Services at least two weeks in advance of terminating my job.</li> <li>I will notify my employer prior to normal reporting time if illness or other circumstances prevent my appearance at work.</li> <li>I will inform the Student Awards Office immediately if my enrolment at Queen's University ceases to be full-time (as defined by OSAP) and, as a result, this agreement will be terminated.</li> <li>I will inform Career Services immediately if I wish to be employed by more than one employer under the Work Study Program.</li> </ol>		
Student Signature: _____	Date: _____	

## EMPLOYER INFORMATION

Supervisor's Name:	
Phone:	Email:
Department:	
<b>I understand (please read carefully before signing):</b>	
<ol style="list-style-type: none"> <li>Career Services and the student will be provided with a completed copy of this contract.</li> <li>The student will be paid through the University Casual Payroll System by my department.</li> <li>25% of the student's wages and 100% of the benefits will be paid by my department.</li> <li>Work Study will not pay for work performed after the period of study end date specified above. Final requisitions for pay must be submitted by the payroll cut-off date immediately following the period of study end date.</li> <li>Work Study will not compensate for wages paid over the above entitlement.</li> <li>I will inform the student at least two weeks in advance if the student's position will be terminated, except in cases of gross misconduct.</li> <li>I will inform Career Services if the Timekeeper information changes.</li> <li>I will ensure that the Work Study Audit Form is returned to the Student Awards Office immediately upon completion of work.</li> <li>I commit to the student not starting work until I receive a confirmed contract from the Work Study Administrator.</li> <li>The employer is responsible for covering STATUTORY holiday pay during the Work Study period if wages are paid that exceed the Work Study entitlement.</li> </ol>	
Supervisor's Signature: _____	Date: _____

## TIMEKEEPER INFORMATION

Fall/Winter Academic Session (September 1 – April 26)

(A) Student's Entitlement: \$	# of Hours:	Proposed start date:
	\$ of Hours:	Proposed end date:
Job Title:	Job #:	(B) Subsidy: 75 %
(C) Work Study Commitment: (A*B):		(D) Department Commitment: (A)-(C):
Chart Field String	Fund	Dept
Acct	Program	Project
Class		
Timekeeper's Name:		
Phone:	Email:	
Timekeeper's Signature: _____	Date: _____	