Dear partners in employing students though the Work Study Program

As you are aware the Queen’s Work Study program provides eligible students the opportunity to receive priority for certain part-time positions during a specified period of study. The Work Study Program is an excellent opportunity to assist students demonstrating financial need with a source of income to supplement their cost of studies. These students will all have been counting on the income from their work study hours this term and we are aware that some students are hearing their hours have been cancelled.

In order to ensure a University-wide approach so that work study students continue to receive funding even if their hours are cancelled due to operational changes resulting from the University’s response to COVID-19, here is the new program structure for the remainder of 2019-2020 (to end of April).

To ensure students in financial need receive the funding they were expecting, and to make things as simple as possible for each unit who is supervising work study students:

- We ask all offices to not schedule any shifts for work study students as of this pay period, Friday, March 20th at 4:00pm
- For this pay period if shifts are already worked, students will be paid for those (by their unit as usual)
- For the remainder of the term all students will receive the equivalent of the March/April proportion of their entitlement
  E.g. if student has $2000 entitlement for Sept 2019-April 2020, the March/April proportion would be $500
- Student Awards will distribute those dollars directly to students as bursary assistance (as opposed to as employment income) and this expense will be borne by the financial aid budget
- You do not need to do anything to make that happen for your students – the Work Study Team will manage that
- The regular audit process (by which departments get reimbursed at 75% for hours already worked) will proceed as normal shortly
- If there is an office that requires their work study students to cover essential work, an exception can be made – please contact wkstudy@queensu.ca if you need to discuss an exception

Please contact your Work-Study students to thank them for their employment and to convey that there will be no additional work-study hours scheduled. If they had personal effects in the office discuss indicate how you will return those items (e.g. mail at some point during the summer). And of course, do wish them well. If they have questions you cannot answer, please direct them to wkstudy@queensu.ca

Thank you for your support of students through the Work Study program – if you have any questions please contact wkstudy@queensu.ca