

Fall/Winter Work Study Employment Contract



Complete, sign, scan then email the contract to 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:		
I understand (please read carefully before signing):		
<ol style="list-style-type: none"> That I will be paid the standard hourly rate of \$12.00 (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. 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. I will inform my employer and Career Services at least two weeks in advance of terminating my job. I will notify my employer prior to normal reporting time if illness or other circumstances prevent my appearance at work. 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. I will inform Career Services immediately if I wish to be employed by more than one employer under the Work Study Program. 		
Student Signature: _____		Date: _____

EMPLOYER INFORMATION

Supervisor's Name:	
Phone:	Email:
Department:	
I understand (please read carefully before signing):	
<ol style="list-style-type: none"> Career Services and the student will be provided with a completed copy of this contract. The student will be paid through the University Casual Payroll System by my department. 25% of the student's wages and 100% of the benefits will be paid by my department. 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. Work Study will not compensate for wages paid over the above entitlement. 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. I will inform Career Services if the Timekeeper information changes. I will ensure that the Work Study Audit Form is returned to the Student Awards Office immediately upon completion of work. I commit to the student not starting work until I receive a confirmed contract from the Work Study Administrator. 	
Supervisor's Signature: _____	
Date: _____	

TIMEKEEPER INFORMATION

Fall/Winter Academic Session (September 1 – April 27)

(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: _____			

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will be used by Career Services and the Office of University Registrar for coordinating Work Study positions, internal planning, and statistical analysis. For more information please contact Career Services, Sheila Hutchison at Sheila.hutchison@queensu.ca or (613) 533-6000 ext 74044.