



## WORK STUDY – CONTRACT OF EMPLOYMENT

### Summer Extension

Please note all fields are mandatory.

Student Information	Position Information
<b>Name:</b>	<b>Position #:</b> 988243
<b>Address:</b>	<b>Position Start Date:</b>
<b>Phone #:</b>	<b>Position End Date:</b> August 26, 2022
<b>Student ID:</b>	<b>Department:</b>
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Campus:</b>
<b>Social Insurance #:</b>	<b>SPF Code:</b>
<b>Name of Administrator:</b>	<b>Name of Supervisor:</b> (timesheet approver)
<b>Signature of Administrator:</b>	<b>Supervisor Phone #:</b>

Terms of Employment for Work Study Student Assistants
<ul style="list-style-type: none"> <li>Rate of pay is \$15.20 per hour (or current B.C. minimum wage rate) plus 4% vacation pay.</li> <li>Work Study Student Assistants may work a maximum of 15 hours per week / 7 hours per day as per University Policy G.16.</li> <li>Subject to Work Study Program requirements and procedures.</li> <li>Working conditions are governed by the Employment Standards Act.</li> <li>Work Study Student Assistants must wear identification tags when working on campus.</li> <li>Position responsibilities are outlined in the job description.</li> <li>All employees are governed by the University Bylaws and Policies. Please ensure you review and understand the contents of all bylaws and policies (available online at <a href="http://www.kpu.ca/policies/">http://www.kpu.ca/policies/</a>).</li> </ul> <p>By accepting this offer, you agree to abide by all bylaws and policies of the University and confirm that you have received a copy of the job description and understand the job responsibilities.</p>
<p><b>I accept this job offer:</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Signature of Student</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Date (M/D/YYYY)</p> </div> </div>

Please be aware of the eligibility requirements to extend your current contract for the summer term.

Please submit timesheets to your supervisor prior to the position end date and according to the pay period schedule.

For Office Use Only		
<b>Date Received:</b>	<b>Date Sent to HR:</b>	<b>CDC Initials:</b>
<b>Notes:</b>		
<b>Distribution:</b> Original to Department > Copy to Career Development Centre > Copy to Human Resources > Copy to Employee		