



WORK STUDY – CONTRACT OF EMPLOYMENT

Summer Extension

Please note all fields are mandatory.

Student Information
Name:
Address:
Phone #:
Student ID:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say
Social Insurance #:
Name of Administrator (Business Manager, Dean, Director):
Signature of Administrator (Business Manager, Dean, Director):

Position Information
Position #: 988243
Position Start Date:
Position End Date:
Department:
Campus:
SPF Code:
Name of Supervisor: (timesheet approver)
Supervisor Phone #:

Terms of Employment for Work Study Student Assistants
<ul style="list-style-type: none"> Rate of pay is the current B.C. minimum wage rate (\$17.40), plus 4% vacation pay. Students with one (1) year of post-secondary education will receive a base rate plus 8% (\$18.79); students with a post-secondary degree or diploma will receive a base rate plus 21% (\$21.05) (Student Assistant pay rates) Work Study students may work a maximum of 15 hours per week / 7 hours per day as per University Policy G.16. Subject to Work Study Program requirements and procedures. Working conditions are governed by the Employment Standards Act. Work Study students must wear identification tags when working on campus. Position responsibilities are outlined in the job description. 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 http://www.kpu.ca/policies/). <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>I accept this job offer:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature of Student</p> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <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		
Date Received:	Date Sent to HR:	CDC Initials:
Notes:		

Distribution: Original to Department > Copy to Career Development Centre > Copy to Human Resources > Copy to Employee