



WORK-STUDY GRANT PROGRAM

WORK-INTEGRATED LEARNING

APPLICATION GUIDELINES &
SUPERVISOR HANDBOOK


UNIVERSITY
OF THE FRASER VALLEY
CENTRE FOR EXPERIENTIAL
AND CAREER EDUCATION

2024 - 2025

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INTRODUCTION

The **Work-Study Grant Program** is now part of **Work-Integrated Learning (WIL)** and is one of the ways that CECE achieves its mandate to help students prepare for their future careers. Students who participate in the Work-Study program gain early employment skills through paid work experience, grow their academic discipline knowledge and career-related skills, and contribute meaningfully to the UFV community by fulfilling work roles that are best done by students.

WORK-INTEGRATED LEARNING (WIL)

“Work-integrated learning is a form of curricular experiential education that formally integrates a student’s academic studies with quality experiences within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of student learning objectives and outcomes related to employability, agency, knowledge and skill mobility and life-long learning.” (CEWIL Canada, 2021; emphasis added)

PROGRAM INFORMATION

How it works

The Work-Study Grant Program is an internally funded program that operates from May – April. In advance of the funding cycle, UFV faculty, staff, and administrators apply for Work-Study positions (Research or Service) and the applications that best meet the criteria are allocated grant funding positions. Applicants who receive grant funding for allocated positions will work with the CECE department to post, recruit, and hire for their Work-Study positions. Applicants supervise and mentor the student throughout the Work-Study placement. The CECE office provides administrative support and guidance as needed by the applicant or the student.

Supervisor’s Role

When you apply for a Work-Study position, you are considered the supervisor. The role of the supervisor is to monitor, provide feedback, communicate to the student on a regular basis, keep track of the hours and sign the timesheets. If you have assigned another person as a supervisor, you must **notify the Work-Study office immediately**.

SUPERVISOR ROLES & RESPONSIBILITIES

Availability	<ul style="list-style-type: none"> • Supervisors must be available during the work-term to supervise the student and to sign timesheets on a regular basis. • If a supervisor is away or out of town, another supervisor must be assigned and communicated to the Work-Study office immediately.
Administrative Responsibilities	<ul style="list-style-type: none"> • Administrative responsibilities should be completed accurately and on time. Incorrect, or late timesheets will delay payment to the student. • The supervisor must follow the Work-Study deadlines on the Payroll Schedule and submit timesheets for every pay period. This is not negotiable. • Monitoring the student's work hours in relation to the standard grant including no overtime or statutory holidays.
Work Conditions	<ul style="list-style-type: none"> • A work role that is clearly defined, reasonable in scope, and includes the resources needed to complete the work (e.g., computer, physical, or remote support, accommodations for accessibility requirements, etc.). • Providing safe and secure working conditions. See also Health, Safety and Wellness Office: https://www.ufv.ca/safety-and-security/safety-programs/
BC Employment Standard Act	<ul style="list-style-type: none"> • Ensuring that both grant holder and student follow the rules and regulations of B.C. Employment Standards Act especially the chapter: Hours of work and overtime.
Work Expectations and Communication	<ul style="list-style-type: none"> • At the beginning of the term discuss and clarify the grant holder's expectations, student responsibilities and communication standards. • Ensure that the job description aligns with the Work-Study Grant Application and the actual work performed by the student.
Hiring Practices	<ul style="list-style-type: none"> • The hiring criteria for all Work-Study positions are set by the grant holder. They may include merit and/or need criteria. Hiring of Work-Study students must be fair and in agreement with UFV hiring practices and the BC Employment Standards Act.
Student Eligibility	<ul style="list-style-type: none"> • Ensure the student is eligible for the position (see page 13).
Orientation and Training	<ul style="list-style-type: none"> • Provide orientation and training prior to the start of the Work-Study position to promote a safe and productive work placement. • Discuss their learning goals, work schedule, access to equipment, best practices for communication during the work term.
Learning Outcomes/Goals	<ul style="list-style-type: none"> • At the beginning of the work term all students, with the help of their supervisors, are asked to set learning goals for their work experience to help students articulate the knowledge and skills they want to strengthen and develop in their role. These will be submitted by the student in CareerLink as part of their work term placement record.
Mentorship	<ul style="list-style-type: none"> • Provide mentorship to the student to help them articulate what they are learning and how it relates to their academic goals and future careers. • Regularly monitor the student's work and provide feedback and additional training to develop the student's knowledge and skills. • Provide a learning experience for the student to grow their academic discipline knowledge and career-related skills.
Supervisor Feedback	<ul style="list-style-type: none"> • At the end of the term supervisors will be asked to complete a student feedback form. The supervisor will share the feedback with the student before the end of the work term.

Rules and Regulations:

When confirming an allocated Work-Study role, supervisors are required to **read and abide** by the Work-Study Operational Guidelines which include specific activities and responsibilities for the supervisor to complete.

Breach of these rules may result in the cancellation of your Work-Study grant.

WORK STUDY POSITIONS

Hours

Each Work-Study position is **120 hours total** and to be completed in **one semester only** (Summer, Fall, or Winter) by **one student** and should NOT exceed 8 hours per day, 40 hours per week, and 120 hours total per semester. (e.g., 4 weeks of 30 hours each, or 12 weeks at 10 hours each).

Partially unused funds: cannot be transferred to another funding semester but will flow back into the Work-Study Grant Program and will be redistributed. For example, if your student uses 90 hours total for the term the extra 30 hours will flow back to the Work-Study Program grant. Funds used **in excess of the grant** must be paid out of your own department budget. (See overages)

Statutory Holidays: Students employed under a Work-Study Grant **must not work** on statutory holidays. **Overtime hours, travel, or other expenses** must be covered by another funding source.

Wages

Work-Study Grant Program wages are assigned at the current provincial **minimum wage** (+ 10% in lieu of vacation and statutory holidays) **regardless of the work being performed** by the student. Work-Study Grants may only be used to cover labour costs.

Sample Break Down of Costs for a 120 Hour position	
Hourly wage = Provincial minimum wage \$16.75 + 10% in lieu of Vacation	\$2,211.00
Plus 21% CPP +EI Benefits	\$475.37
Total cost of 120-hour position	\$2686.37

Overages (Over the 120 hours)

If you go over the 120 hours you were allocated, your department is responsible for covering the difference. Your department will need to set up a 'Request for Contract' with HR and submit a time sheet with the additional hours to Payroll. The CECE office **doesn't issue budget transfers;** therefore, your department is responsible for completing all the documents.

Splitting of Positions

The splitting of a standard grant amongst several students **in the same semester** is **not permitted**. The *exception to this rule* is Work-Study Grant Program-funded work that demonstrably requires:

- 1: Completion within a short period of time (e.g., field data collection, event organization)
- 2: Independent proof (e.g., investigations into sampler bias)
- 3: Additional personnel for safety or security reasons

Please contact us if this applies to you. If an exception is made, the splitting of a standard grant is **limited to two students** per semester.

IMPORTANT: There is **no splitting of one position across two semesters**. Work-Study positions must be completed in one semester only.

Training/Mentorship

Work-Study positions are considered entry-level roles. Applicants proposing Work-Study roles should expect that students have emerging workplace readiness skills and will require a higher level of support, training, and mentorship.

Allocation of positions

Roles are classified as either **Research** (positions that contribute to the creation of new knowledge or new understanding, usually in connection with a specific project) or **Service** (positions that contribute to the operation of the university, usually in connection with a specific function or project). Applicants are encouraged to create Work-Study roles that are interesting to students and provide unique learning experiences and mentorship.

The allocation of the positions between research and service is 50/50.

IMPORTANT: Note that Work-Study positions must not infringe on or replace positions that are governed by the **Collective Agreement** between the University of the Fraser Valley and the Faculty and Staff Association (<http://www.ufv-fsa.ca/>).



HOW TO APPLY

WORK-STUDY GRANT PROGRAM

Application & Work term procedures

APPLICATION PROCESS AND ELIGIBILITY

Applicant Eligibility

The following UFV employees are eligible to apply for a Work-Study Grant position: Type A Staff, Type B Faculty, Manager, Director, and Department Head. The applicant must be actively working during the funding year so that they are available to supervise the student (e.g., not on leave).

Deadlines

There is one funding competition each year covering the semesters Summer, Fall, and Winter. The funding cycle is as follows:

January 15	Call for Applications
February 15	Deadline for Applications
March 15	Decision Notification
May 1 – August 31	Summer Work-Study Term
September 1 – December 31	Fall Work-Study Term
January 1 – April 30	Winter Work-Study Term

Application Form and Submission

Instructions to apply are posted online at <http://ufv.ca/jobs/work-study/>

Fill out the **Work-Study Job Posting Template** (located on our website), then save it as a PDF, this is required for the application. It is advisable to fill out the template in advance so it is ready to attach to your application as there will be a **required** field on the form.

Registered in CareerLink

1. Go ufv.ca/jobs
2. Click **CareerLink Employer Login**
3. You will find the application on your home page under **Surveys** on the left menu, Click on **Survey** then click on **2024-25 Work-Study Grant Application Job Title #1**
4. Fill in the form and upload the **Work-Study job posting template**
5. Please fill out **one application form** for each job title and then submit.
6. You can edit your position until the deadline. **Print out a copy for your reference.**

Not yet Registered in CareerLink

If you are not currently registered on CareerLink as an employer contact of UFV, follow the instructions below:

1. Go to ufv.ca/jobs click on **CareerLink Employers Login** then click **Sign up**.
2. On the form under **organization name** type in 'University of the Fraser Valley.' In the drop-down menu click on University of the Fraser Valley.
3. Do not touch the university's information!!
4. Scroll down to '**Contact Type**' and check '**UFV Work-Study Employer**'.
5. Enter your **full name, title, email, phone number, and UFV's address**
33844 King Road, Abbotsford BC V2S 7M8
6. Enter a **Password** and check on the **Policy Affirmation**
7. Submit – New registrants will be approved **Mon-Fri 9am-4pm** (excluding holidays).

NOTE: If applying for more than one project or job title, you must complete a separate application for each.

Completed forms must be submitted through CareerLink by the application deadline. No late or incomplete applications will be considered!

Criteria For Evaluating Applications

All applications are initially reviewed by CECE to ensure the following requirements are met:

1. Applicant is eligible to apply (Type A Staff, Type B Faculty, Manager, Director, or Department Head).
2. The nature of the work supports UFV efforts (e.g., not supporting projects that aren't connected with UFV).

Applications that meet the requirements are then evaluated against the following criteria:

Research Position Criteria (evaluated by the Research Office):

1. Quality of the research experience – provides opportunity for student to gain disciplinary and research skills beyond their program of study.
2. Quality of the supervision and mentorship that will be provided to the student.
3. Relevance and importance of the assistantship for the success of the proposed study project.

Service Position Criteria (evaluated by the CECE Office):

1. Quality of the work experience – provides opportunity for student to gain disciplinary and career-related skills beyond their program of study.
2. Quality of the supervision and mentorship that will be provided to the student
3. Position is best fulfilled by a student and does not infringe on or replace positions that are governed by the Collective Agreement.

Applications that best meet the criteria will be allocated Work-Study positions until the funds are exhausted. All applicants will be contacted to communicate allocation decisions.

Tips for Designing Quality Work-Study Positions and Completing Your Application



Work-Study positions are in demand and the amount of funding available is not sufficient to fund all applications that meet the criteria. Applications that best meet the criteria will be allocated positions.

Here are some tips to help you design a unique and valuable Work-Study role for students and complete the Work-Study application:

1. Complete the Work-Study Application in full; leave no fields empty or with limited information. Use the template provided by CECE to write the job description.
2. Design a role that students will find attractive and see themselves in. Write a job description that captures the student's attention and sells the value of the work role.
3. Ensure the learning outcomes of the role align with emerging work skills and the scope of work is reasonable to complete within 120 hours total in one semester.
4. Provide details about how you will deliver a quality work experience for a student (e.g., specialized training, access to professional equipment, collaboration with your professional network, etc.).
5. Describe systems you have in place to support the student and provide regular feedback and direction.



WORK TERM PROCESS AND TIMELINE

- **Post a Job**
- **Conduct a fair hiring process**
- **Check student eligibility**
- **Notify Work-Study of your selection**
- **Provide training and orientation**
- **Develop learning outcomes**
- **Submit timesheets**
- **Conduct final meeting to provide student feedback**

Before and After Hiring

Post A Job

1. **You must post a job in CareerLink**
2. Go to ufv.ca/jobs. Log into CareerLink using the CareerLink Employer Login.
3. On your home page click 'Jobs' and then 'job posting'.
4. Use your **Work-Study Job Template** to fill in the fields.
5. The posting must be active for a minimum of **one week**.
6. All students **must** apply to positions through CareerLink.
7. Re-hiring a student for the same position within the same funding year does not require a reposting on CareerLink.
8. Conduct a fair hiring process. The hiring criteria for all Work-Study positions are set by the grant holder. They may include merit and/or need criteria. Hiring of Work-Study students must be fair and in agreement with UFV hiring practices and the BC Employment Standards Act (<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>).
9. **Rehiring practices:** Employers will be allowed to hire the same student for a maximum of three semesters.

Check Student eligibility

It is the grant holder's responsibility to ensure the successful candidate meets **all criteria**.

1. Students must have at least one semester completed at UFV.
2. **Grade Point Average (GPA):** Students must have and maintain throughout the funding semester a minimum GPA of 2.0.
Students in programs that do not assign a GPA (e.g., Trades, Teacher Education Program) must have advanced at a reasonable pace.
3. **Enrollment:** For the Fall and Winter semesters: Students must be and remain enrolled in a minimum of 9 UFV credits throughout the work-term semester, 6 credits if registered with the Centre for Accessibility Services. For Trades a minimum of 18 hours of non-credit courses is required.
Note: For the summer semester no enrolment is required if students will return to full-time study in the following Fall semester.
4. **Students may hold only one Work-Study position per semester.** Students on Co-operative Education placements **must not** at the same time hold a Work-Study position.
5. **Students who have graduated are not eligible.** However, students completing their program of study in the semester the Work-Study position has been awarded may complete the full allocation of hours.

International students hired into Work-Study positions must be full time, have a valid study permit, and have a Social Insurance Number (SIN). For details, please see the Government of Canada work on campus website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-on-campus.html>.

Notify Work-Study office

Provide the Work-Study Grant Program (workstudy@ufv.ca) the following information **at the beginning of the semester** in which the Work-Study Grant is used:

1. student's name
2. UFV student email address
3. student number
4. position title

* If the student is **registered for less than 9 credits** and **enrolled with Centre for Accessibility Services (CAS)** please indicate in the email.

During the Work Term

Please read over the **supervisors' responsibilities** on page 2.

After a student has been hired, the grant holder is responsible for mentorship and supervision:

1. **Beginning of the Term:** Supervisors should meet with their students to clarify the grant holder's expectations and the student's responsibilities. Discuss expectations and communication standards at the beginning of the work term. Make sure the student understands their work role and they have the resources needed to complete the work.
2. **Orientation and Training:** Supervisor are to provide orientation and training during the first two weeks of the work term to promote a safe and productive workplace. Please discuss their learning goals, work schedule, access to equipment, best practices for communication during the work term.
3. **Learning Outcomes/Goals:** At the beginning of the work term all Work-Study students along with their supervisors are asked to set learning goals for their work experience to help students articulate the knowledge and skills they want to strengthen and develop in their role. These will be submitted by the student in CareerLink as part of their work term placement record.
4. **Supervision and Monitoring:** Supervisors are to provide regular supervision and monitoring of the student's work and feedback. If you are not available, please make sure you assign another supervisor and notify the Work-Study office immediately.
5. **Mid-Term site visit:** The Work-Integrated Learning Coordinator will be checking in with the supervisor and student mid-way through the term. This meeting will provide an opportunity for discussion regarding the tasks/ projects that the student has been involved in.

End of the Work Term

1. **Supervisor Feedback:** Before the end of the term supervisors will be asked to provide constructive feedback to the student.

NOTE: *If there are any problems during the work-term, for example if a student has not reported to work, or is not submitting regular time sheets, please notify our office immediately. Please **DO NOT** wait until the end of the work term to resolve any issues.*

TIMESHEETS AND PAYROLL SCHEDULE

Payroll deadlines and timesheets can be found at: <http://ufv.ca/finance/forms/>

For each pay period:

- 1: Supervisors and students must keep **accurate timesheets**.
- 2: The grant holder **must verify and sign student timesheets**, ensuring no UFV observed holidays are listed.
- 3: **IMPORTANT:** If you are not available to sign timesheets, please assign another person in your department to sign the timesheets on your behalf and notify the Work-Study office immediately.
- 4: Students/supervisors must submit their timesheets to CECE before the applicable deadline (please refer to the Work-Study column of the [Payroll Schedule](#)).
- 5: CECE submits timesheets to Payroll.

CECE makes every effort to monitor fund usage and notify supervisors when grants have 30 or fewer hours remaining. However, if timesheets are not submitted to the CECE in time and/or are not submitted regularly, and/or if the hours claimed exceed the hours remaining, funds used in excess of the grant must be paid by your department.

NOTE: Students **must be paid** according to UFV's Pay Schedule!!! Employees must be paid twice per month as per the [Government of BC](#). This will be strictly enforced. **Please do not negotiate any other pay terms!**

Breach of these rules may result in the cancellation of your Work-Study grant

Sample Timesheet

Time sheets must be completed electronically.
Hand-written documents will not be accepted.
Email complete times sheets to workstudy@ufv.ca



PAYROLL TIMESHEET

(Please Print)

Sample Student
 Name: _____
 Department Name _____
 Department/Position _____
 Phone: 604-222-2222
 I.D # 3012345678 (mandatory field!)

Payroll Quick Links:
 Change of Address on myUFV
 (Login & Select Personal Information)
 Payroll Schedule
 Direct Deposit Form
 Birthdate: XX / /
 Day Month Year

NOTE CHANGE IN FORM CONTENT;
 Fill in your name, dept., phone number & ID each time (**Birthdate is not required**)

Check the dates
NO STATUTORY HOLIDAYS!!!

(Lunch breaks are unpaid and should NOT be included in "Hours to be Paid" column)

Date		Start Time	Finish Time	Hours to be Paid	Comments
Month	Day				
06	13	9:00 am	3:00 pm	5.50	took a 1/2 hour break
06	15	9:00 am	5:00 pm	7.00	took 1 hour break
06	16	9:15 am	3:15 pm	6.00	No breaks
06	21	9:00 am	11:00 pm	2.00	If you take a break longer than an hour during a shift, then your shift needs to be split into two lines as shown for June 21st
06	21	2:00 pm	4:00 pm	2.00	

IMPORTANT!
 Use the **comment section** to indicate unpaid breaks, or when a break is not taken etc.
 If you work an **8 hour shift** you have a 1 hour unpaid break (paid 7 hours).
 Employees who work more than **5 consecutive** hours should take an unpaid 1/2 hour break.

List all hours **chronologically**. DO NOT combine pay periods on one time sheet; if you miss a pay period, submit those hours on a separate document. Include all scheduled shifts for the pay period, even if the timesheet submission deadline is prior to the shift date.

Payroll Use Only

ID # _____
 POSITION # _____
 EARNING CODE _____

Employee Contract #	Total hours	Rate of Pay	Budget
Name of Course			[leave blank for office use]
Work-Study Program	13	16.75	

Under contract write **Work-Study Program**
 Check the total number of hours add up correctly
 Wage is \$16.75
 10% in lieu of benefits will be added by Finance

Student Signature _____
 Employee Signature

Supervisors Signature _____
 Authorizing Signature/Print Name below
 Print Supervisors Name

Authorization Date _____

FILL IN THE DATE!

✓ Safe Sign up for the convenience of Direct Deposit Today!
 ✓ Simple
 ✓ Secure

Visit www.ufv.ca/finance/payroll for tax information, payroll forms & pay schedule.
 @ufv.ca | 604-557-4018

DON'T FORGET to SIGN your time sheet!

Rev. February 24, 2022

The top of the page features a dark teal background with several large, light teal question marks scattered across it. The question marks vary in size and are slightly out of focus, creating a sense of depth and inquiry.

FREQUENTLY ASKED QUESTIONS AND SUPPORT

The CECE office is here to support you, answer questions and provide guidance in preparing your application. Please do not hesitate to contact us at workstudy@ufv.ca.

QUESTION: Why didn't I receive a Work-Study grant?

ANSWER: Unfortunately, there was not enough funding to allocate positions to all applicants that met the criteria. With the increase in number of applications this meant that many applications were not funded. The reality is that the Work-Study Grant Fund remains the same while minimum wage increases (higher cost resulting in less positions) and the demand for Work-Study allocations also increases. It was very difficult as we had a tremendous response to the call this year and there were simply not enough positions to satisfy the demand.

QUESTION: Why do I have to declare the position function as Research or Service; can't a position combine more than one function?

ANSWER: Broadly speaking Research and Service are the functions at the University of the Fraser Valley. However, positions in these functions may or may not have the same intrinsic value to students. To ensure a fair competition, applicants are competing against each other within a function, e.g., a Research applicant is competing against all other Research applicants, but not against Service applicants. Furthermore, all decisions regarding applications for Research positions are handled by the Research Office; Service positions are handled by the CECE.

QUESTION: If I know a student I would like to hire, do I still need to post the position?

ANSWER: Yes, you still need to post the position. In order to follow fair hiring practices, all Work-Study positions are posted for a minimum of one week in CareerLink and that a reasonable effort is being made to find the best person for a given job. Also, if a hired student leaves the position prematurely you have a group of other applicants that will provide you with a quick replacement.

CONTACT US

Please contact us if you have any questions or concerns.

Work-Study Office

Centre for Experiential and Career Education

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Abbotsford, BC V2S 7M8

Telephone: 604- 854-4507

Email: workstudy@ufv.ca

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