

WORK STUDY EMPLOYEE GUIDE

HUMBER COLLEGE

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HUMBER**

THE WORK STUDY PROGRAM

The Work Study Program provides students with the opportunity to develop transferable skills through paid work on campus. The Work Study Program is needs-based and funded by Humber College.

Eligibility

To participate in the program, students must:

- Demonstrate financial need
- Be a Domestic student currently enrolled in studies (Canadian citizen, Protected Person, or Permanent Resident)
- Be a full-time student under OSAP's definitions*
- Maintain [good academic standing](#) in a ministry-approved post-secondary program
- Have a Social Insurance Number (SIN)

**For most students, this means a minimum 60% course load; or 40% course load if registered with Accessible Learning Services*

Maintaining Work Study Eligibility:

As a Work Study employee, Work Study students are required to continue to meet eligibility requirements throughout their student employment contract period. It is the student's responsibility to communicate change in eligibility with their supervisor.

Work Study eligibility checks will be conducted throughout the semester.

TRAINING

Mandatory Training

Work Study employees are required to complete the following training modules **within one month** of being hired. If you've previously completed any of the below training(s), please connect with your supervisor for next steps. Additional training may be required by your supervisor.

Mandatory trainings should be completed during work hours:

Health and Safety Training

Training	Delivery Mode	URL
Health & Safety Training	Online	http://hrs.humber.ca/learning/courses-workshops/student-worker-health-safety-training.html

Human Rights, Equity, & Diversity Training

Training	Delivery Mode	URL
Sexual Violence Training for Employees	Online	http://www.humanresources.humber.ca/human-rights-equity-diversity/training-programs.html
AODA Accessible Customer Service Training	Online	
Integrated Accessibility Standards Regulation & Ontario Human Rights Code Training (IASR/OHRC Training)	Online	
Pathways to Human Rights, Education and Actions	Online or In Person	

Additional Recommended Training

Bringing in the Bystander

Bystander Intervention training is an important piece in preventing and responding to sexual violence. This program is a component of Humber's overall strategy of prevention. Through discussion of issues and role-playing of common sexual violence scenarios, participants come to understand how they play a part in proactively preventing sexual and relationship violence, how they can help survivors get the help and support they need, and how they contribute to the creation of a campus climate that reflects a commitment to safety for all.

For more information visit <https://humber.ca/student-life/sexual-assault/get-involved/bystander-intervention/bystander-intervention-humber-university-guelph-humber>

FREQUENTLY ASKED QUESTIONS:

Are Work Study employees part of a Union?

Work Study employees are part of the Ontario Public Service Employees Union (OPSEU). To view the Part-Time Support Staff Collective Agreement, visit: <http://hrs.humber.ca/support/support-resources/benefitsresources/collective-agreements.html>

How many hours a week can I work?

Maximum hours per week	Semester	Required Student Status
24hrs	Fall/Winter	Full-time*
24hrs	Summer	Full-time*
40hrs	Summer	Part-time, or; on scheduled break (no summer courses) but returning in the fall for full-time studies

**For most students, this means a minimum 60% course load; or 40% course load if registered with Accessible Learning Services*

Can I hold more than one Work Study position at the same time?

Yes. Students can hold multiple Work Study positions, however combined hours cannot exceed the allowable maximum hours (see above chart).

Once my contract ends, can I stay in the same role for another year?

All Work Study jobs require current employees to reapply. A student can only be working in a role for a maximum of two years, if rehired.

When will I be paid?

All Humber employees, including Work Study students, will be paid bi-weekly via Humber's Payroll Calendar. Pay cycles and other information can be found here: <http://humanresources.humber.ca/news/2018-payroll-calendar.html>

I have questions related to my employment at Humber

Start by connecting with your supervisor to determine if there's a process already in place for your question. As a Humber employee, you also have access to Humber's Human Resources Management System (HRMS - <https://humber.ca/hrms/>) to update payroll info, address changes, etc. For more information, visit: <https://hrs.humber.ca>

I have more questions about Work Study

You can visit <http://wegotyou.humber.ca/workstudy> for more information or email us at workstudy@humber.ca