



VANCOUVER ISLAND UNIVERSITY  
STUDENT ON CAMPUS EMPLOYMENT  
APPOINTMENT INFORMATION

PLEASE SUBMIT FORM TO  
[studentemployment@viu.ca](mailto:studentemployment@viu.ca)  
DO NOT DROP OFF OR  
SEND INTER-OFFICE

TO BE COMPLETED BY SUPERVISOR

Work-Op Funded

Canada Summer Jobs

Non Work-Op/Research (Department Funded)

SUPERVISOR NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_ PHONE OR LOCAL: \_\_\_\_\_

\*Work Order Number: \_\_\_\_\_ Activity Code: \_\_\_\_\_ Posting # (Work-Op): \_\_\_\_\_

Student Position Title: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Wages: \_\_\_\_\_ per hour

Note: All Work-Op appointments must be done on timesheets

NON WORK-OP OR CSJ ONLY: Timesheets OR Biweekly \_\_\_\_\_ hours/week + 4% vacation pay

Work Schedule (Only required for Biweekly): Days of the week (MTWRF): \_\_\_\_\_ Hours per day: \_\_\_\_\_

\*Work Order #'s replace cost centres and are required. Please check with your dean's office or financial assistant.

By signing this form, I authorize this appointment to be charged to the Work Order number noted above AND agree to the Terms and Conditions on page 2.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY STUDENT

\* If marked with an asterisk, you only need to submit the first time you work at VIU

STUDENT #: \_\_\_\_\_ STUDENT LAST NAME: \_\_\_\_\_

STUDENT FIRST NAME: \_\_\_\_\_ STUDENT PREFERRED NAME: \_\_\_\_\_

\*S.I.N.: \_\_\_\_\_ \*BIRTHDATE: \_\_\_\_\_ Mr. Ms. Mx.

\*Mailing Address: \_\_\_\_\_

\*City/Province: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

By signing this form, you are agreeing to the Terms and Conditions contained on page 2.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any personal information you provide is managed according to the British Columbia Freedom of Information and Protection of privacy Act (FOIPPA). If you have any questions about the collection and use of this information, please contact the University Secretariat.

## Terms and Conditions

### 1. Eligibility:

**Work-Op Funded:** Students must be enrolled in 3 3-credit courses for the semester in which they are hired to work, (students with recognized disabilities need two 3-credit courses, 1 ACP or ESL course). In some circumstances specific documented disabilities may be considered to determine exceptions to this requirement.

**Non Work-Op (Department Funded):** Must be enrolled in at least one course during the semester worked.

**Students are responsible for informing their supervisor and/or the Student Employment office if their enrolment changes and they are no longer eligible for on-campus student employment.**

### 2. STUDENTS MUST NOT COMMENCE WORK UNTIL ALL COMPLETED EMPLOYMENT FORMS ARE SUBMITTED.

Students are not considered employees of VIU until their appointment is completed, and therefore not covered by WorkSafe.

3. Students must only perform tasks and assume responsibilities outlined in their job description. Copies of their job descriptions can be obtained from their supervisors.
4. Students must treat their position as they would any regular job: arriving at scheduled work times promptly, performing job duties to the best of their ability, and letting their supervisor know if they are unable to work a shift or if they can no longer fulfill the obligations or requirements of the position.
5. Supervisors are responsible for the proper instruction and supervision of the student and for ensuring that the student's work is performed without undue risk.
6. All work created by students throughout the entire duration of their on-campus employment is property of their Supervisor.
7. Students working alone outside of VIU's regular operating hours must notify Security at 250-740-6512 or on the VIU Security app when they arrive on campus and again when they are ready to leave. **For emergencies call 250-740-6600 or use local 6600.**
8. Supervisors are responsible for monitoring student hours to ensure students work no more than their allocated hours. As per Policy 43.26, students may not be hired to work in a department where they will be supervised by a relative or family member. Supervisors must not benefit personally or have any personal financial gain from hiring this student.
9. Both the Supervisor and Student must sign the timesheets confirming the actual hours worked. Incorrect or incomplete timesheets will be returned to the supervisor for correction.

Timesheets must be submitted to the Payroll Department according to their posted schedule.

The minimum hours per day a student can work is 1 hour. The maximum hours per day a student can work is 8 hours; the maximum hours per week a student can work is 40 hours. Any over-time hours will be charged accordingly.

### For Work-Op only:

- 1) Both Supervisor and Work-Op Student agree to track hours worked so as not to go over the approved number of hours. Additional hours will be paid to the student but not reimbursed by the Work-Op program.
- 2) Both Supervisor and Work-Op Student agree to schedule work hours between the Work-Op funded Start Date and End Date. Any hours worked outside these dates will be paid but will NOT be reimbursed.

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