**DEPARTMENT** Okanagan Campus

3333 University Way

Kelowna, BC Canada V1V 1V7

## Work Study Job Offer Letter

Date **PERSONAL & CONFIDENTIAL**

[Full Name]

[Address]

[Address]

Dear [Student Full Name]:

We are pleased to offer you the Work Study position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the [Department/Faculty] at the University of British Columbia Okanagan Campus. This position provides an hourly salary of $\_\_\_\_\_\_\_\_\_\_ and will commence upon \_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_, on a term basis which will conclude upon \_\_\_\_\_\_\_\_, 201\_\_.

Through meaningful on-campus employment, the Work Study program provides students with opportunities to;

|  |  |
| --- | --- |
| * Grow both personally & professionally | * Learn through doing |
| * Develop valuable workplace skills | * Contribute to the campus |
| * Explore potential career paths | * Work in a safe and supportive environment |

This letter also incorporates the provisions of the *Employment Standards Act* as the terms and conditions of your employment with the University, including those related to the termination of the employment relationship. In addition, please note that all University employees are expected to contribute to building a respectful, safe, and productive workplace. Please familiarize yourself with the University’s policies, procedures and guidelines available here: *http://universitycounsel.ubc.ca/policies/.*

Please note that this position is ineligible for representation by a union (as defined by the BC *Labour Relations* Code) or similar association.

If you are unable to access the above websites or have other special needs, please contact your On Campus Employment Coordinator at 250.807.9250 | [workstudy.worklearn@ubc.ca](mailto:workstudy.worklearn@ubc.ca) for assistance.

Once you have reviewed and agreed to these terms and conditions of employment, please sign and return this letter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I would like to take this opportunity to wish you success in your position.

Yours truly,

Supervisor

Position, Department

cc: Department & Employee File, Work Study Office

## Work Study Student Terms & Conditions

The following represents the terms & conditions students must agree to as part of their Work Study employment. Please initial beside each statement, sign and return this letter to your supervisor.

**ELIGIBILITY & EMPLOYMENT GUIDELINES**

* I am a UBC Okanagan student
* I understand the eligibility requirements and parameters for Work Study positions as shown below

|  |  |  |
| --- | --- | --- |
|  | **WINTER** | **SUMMER** |
| **Program Dates** | Sept 1 – Apr 30 | May 1 – Aug 31 |
| **Weekly hours** | Up to 12 | Up to 20 |
| **Max hours** | 408 max | 340 max |
| **Undergraduate**  **Student**  **Requirements** | * 9 credits/ term   *Co-op credits not eligible* | * 9 credits in previous term (W*inter term 2*) * Eligible to return for Sept classes * Not applied for graduation |
| **Graduate**  **Student**  **Requirements** | * Studying on a full time fee schedule | |
| **Restrictions** | * Students working under another subsidy program (such as NSERC or Canada Summer Jobs) are not eligible for Work Study * Work Study positions cannot be based on thesis work * Students may not hold more than one Work Study position at a time | |

* I understand if I fail to maintain eligibility I will no longer be eligible for my Work Study position
* I will notify my supervisor and Work Study office if my eligibility changes
* I will submit an accurate record of my hours to my supervisor at agreed upon intervals

**ENGAGED EMPLOYMENT**

* I will notify my supervisor if I am working elsewhere on campus
* I will show respect to colleagues and team members to help create a positive workplace environment ([UBC Respectful Environment Statement](http://www.hr.ubc.ca/respectful-environment/), 2008)
* I will identify my strengths and knowledge gaps, ask questions, and for support to fulfill the expectations of my role
* I will take ownership of my learning experience by identifying the skills I’d like to develop throughout my Work Study position
* I commit to remembering that failure and success are part of the learning process
* I commit to being an active and engaged member of the team
* I will reflect honestly and openly on feedback given by my supervisor to support the development of new skills
* I commit to completing all evaluations requested by the Work Study office

I, , have read and understand the terms of appointment set out in this letter and I accept the above offer of employment with the University of British Columbia.

Name Date