



UNIVERSITY OF
CALGARY
QATAR

جامعة
كالغاري
قطر

Departmental Policy

Departmental Procedure
Instructions/Forms

UCQ Student Employees

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Related Policies 6 History 7
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
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- Purpose** 1 The purpose of this policy is to:
- outline the conditions under which UCQ Students can be hired by UCQ to work at UCQ;
 - ensure consistency in hiring practices; and
 - ensure compliance with the Comprehensive Agreement.
- Scope** 2 This policy applies to hiring Student Employees at UCQ.
- Definitions** 3 In this policy
- “Appropriate Manager” means the Dean, Director, Head of Administrative Unit, Department Head or Department Manager to whom the Employee would normally report. In the case of research assistants, the Appropriate Manager is the faculty member who holds the research funding and to whom the Employee reports.
 - “Comprehensive Agreement” refers to the Comprehensive Agreement to Establish a Campus of the University of Calgary in Qatar between the State of Qatar and the University of Calgary, 2006.
 - “Overtime” means work performed by an employee in excess of

regular work hours.

- d) "Student" means an individual who is registered in at least one full course at the University.
- e) "Student Employee" means a Student who works at UCQ in a position that falls within phase 1 of a job classification.
- f) "UCQ" means the University of Calgary – Qatar.

Policy Statement

4 Eligibility

4.1 Qatari Students are eligible for employment as Student Employees.

4.2 Non-Qatari Students who work outside of UCQ are eligible for employment as Student Employees if they provide Human Resources with:

- a) a 'letter of no objection' from their sponsor; and
- b) a copy of their residence permit.

4.3 Non-Qatari Students who do not work outside of UCQ are eligible for employment as Student Employees if they provide Human Resources with a copy of their residence permit.

Terms of Employment

4.4 Student Employees will generally work no more than twenty-two and one-half (22.5) hours per week from September 1st to June 30th.

4.5 Student Employees may work up to thirty-five (35) hours during July and August.

4.6 Student Employees will not normally be authorized to work Overtime. However, if authorized by the Appropriate Manager in advance and in writing to work more than the hours described in 4.3 and 4.4, Student Employees will be entitled to Overtime pay as outlined in the UCQ Overtime Policy.

4.7 Student Employees will be compensated on an hourly basis and will submit a timesheet to the Appropriate Manager once a month.

4.8 Student Employees are not eligible for any other benefits or allowances including an end of service gratuity.

4.9 Student Employees may request time off without pay. The request must be submitted in writing and will be approved at the discretion of the Appropriate Manager.

Responsibilities

5 *Appropriate Manager*

- review and approve timesheets; and
- review and approve requests for time off without pay.

Approval Authority

- ensure appropriate rigour and due diligence in the development or revision of this policy.

Implementation Authority

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and
- sponsor the revision of this policy and related procedures when necessary.

Related Policies **6** UCQ Overtime Policy

History **7** *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

Effective: August 5, 2011