

Best Practices for Work Study Supervisors

- Keep track of important dates and deadlines:
 - Review the Work Study timeline of events
 - <https://registrar.uwo.ca/services/facultystaff.html>
 - Student Financial Services will send email reminders throughout the term
- Find out if potential hire is a Graduate or Undergraduate student as the rules differ:
 - Application process
 - Maximum number of hours the student can work per week: Graduates can work a max of 10, Undergraduates a max of 40 (not recommended).
 - Academic term: work study approval based on 4 month Fall Graduate term vs 8 month Fall/Winter Undergraduate term.
- Encourage open and frequent communication with your student throughout the employment relationship:
 - Establish clear expectations (i.e. work goals, location of work, checkpoints) and provide feedback on accomplishments or areas for improvement
 - Accommodate student's academic schedule, etc.
- Establish a system for reporting your student's hours each week:
 - E.g. have the student submit hours weekly
 - Track total hours worked (don't exceed term approval)
- Confirm that student has completed required Health and Safety training.
<http://www.uwo.ca/hr/learning/required/index.html>
- Adhere to Western's health and safety protocols related to COVID-19
<https://www.uwo.ca/coronavirus/health-safety.html>.
- Confirm that student is aware of Western's COVID 19 protocols and receives site-specific training.
- Understand who can help when issues arise:
 - Human Resources: Payroll system, Health and Safety, Employment Standards, etc.
 - Student Financial Services: Work Study Center, students' approved hours, Work Study Program policies and procedures, etc.

Best Practices for Work Study Students

- Work with your supervisor to establish a schedule that accommodates academic commitment
 - Notify supervisor of any changes to class schedule that affect work availability
 - Give advance notice when unable to work a scheduled shift
- Ask your Supervisor how they wish to have you report your hours to them each week
- Accurately report the hours you worked each week
- Keep track of your total hours worked and ensure term approved hours are not exceeded
- Ask your supervisor to establish clear work goals and expected results:
- Ask for feedback on your accomplishments and areas for improvement throughout the term
- Take your job seriously and perform at the highest level of your ability
- Understand who can help when issues arise:
 - Human Resources: Payroll system, Health and Safety, Employment Standards, etc.
 - Student Financial Services: Work Study Center, students' approved hours, Work Study Program policies and procedures, etc.