




Title	Policy for Student Employment Program (Version 2.0)
Owning Unit(s)	Office of Career Services
Appendices (If any)	Appendix A: Procedures/SOP for Student Employment Program (Version 2.0)
<b>Approval and Consent</b>	
<p>Policy Initiated by: Head, Office of Career Services and Office of Alumni Relations and Engagement</p> <p> _____ Mariam Mahmood</p> <p>Date: <u>20 Feb 2025</u></p> <p>Policy Reviewed by: Vice-President, Student Affairs</p> <p> _____ Yasmeen Bano</p> <p>Date: <u>23/02/2025</u></p> <p>I certify that the attached policy has been drafted and vetted by the University Policy Committee (UPC) at Habib University.</p> <p>Approved by: Vice-President (Operations and Finance) / Chair, UPC</p> <p> _____ Shahnoor Sultan</p> <p>Date: _____</p>	

## Version History

Version No.	Date	Notes
1.0	XX	First approved version of the Policy on the Student Employment Program, governing the rules under which students can seek employment on campus.
2.0	October 2024	Updated version of the first of the Policy on the Student Employment Program, governing the rules under which students can seek employment on campus.

## Contents

1. Purpose .....	4
2. Policy Statement .....	4
3. Scope .....	4
4. Definitions .....	4
5. Policy Provisions .....	5
6. Applicability .....	8
7. Appendix A Procedures/SOP for Student Employment Program (Version 2.0) .....	9

## 1. Purpose

Purpose of this policy is to highlight the key policy that govern Habib University's on campus Student Employment Program (SEP) administered by the Office of Career Services (OCS).

## 2. Policy Statement

This Policy states the University's current policy with regard to the Student Employment Program.

## 3. Scope

This policy is applicable to all university departments and activities, hiring Habib University undergraduate students for on campus employment opportunities.

## 4. Definitions

4.1. Student Employee: At Habib University, it refers to any student who undertakes on campus employment of any type.

4.2. General Student Employee: At Habib University, a 'General Student Employee' is a student who is hired by a staff or a faculty member at any department for any work other than teaching assistantship and peer tutoring.

4.3. Teaching Assistant (TA): At Habib University, a 'Teaching Assistant' is a student who is hired by a faculty member to assist them in the teaching of a particular course as per the terms and condition highlighted for the work of a Teaching Assistant in this policy.

4.4. Peer Tutor: At Habib University, a 'Peer Tutor' is a student who is hired by EHSAS Centre and/or the Writing Centre to provide academic support and help to their fellow students in the identified courses.

4.5. Departmental Head: Departmental Head represents the operational and programmatic in charge of a specific unit who reserves the right to endorse the requisition for student employment by their department for further processing.

4.6. Supervisor: Supervisor is a staff or a faculty member who directly works with a Student Employee and is responsible to supervise the work of a student employee and verify the sheets for the payment.

4.7. Office of Student Finance: Office of Student Finance represent the Office that processes the payments of student employees.

## 5. Policy Provisions

### 5.1 Types of On-Campus Student Employment Opportunities

Three types of student employment opportunities exist at Habib University for the students

#### 5.1.1 General Student Employment

5.1.1.1 At Habib University, 'General Student Employment' refers to student engagement for any work other than teaching assistantship and peer tutoring with a staff or a faculty. The work of a general student employee may include but not limited to working as data assistants, designers, library personnel, event organizer, student recruiter, photographer, data collector, swimming assistant etc.

5.1.1.2 To be eligible to apply for general student employment, a student must be enrolled in the second semester or above as a full-time student with a minimum CGPA of 2.33 and holds a good conduct standing. Students of second semester must have passed all of their first semester courses.

5.1.1.3 General student employees will be responsible to undertake the work for which the position is announced by their supervisors. They will be required to complete the work as per the terms and conditions set by the supervisors.

#### 5.1.2 Teaching Assistantship

5.1.2.1 At Habib University, 'Teaching Assistantship' refers to the employment of a student with a faculty for a particular course to assist the faculty for the teaching of the course as per the terms and condition highlighted in Teaching Assistant policy. Teaching Assistantship aims to enrich the academic experience of students in their enrolled course by providing additional learning support to students and facilitating the faculty in carrying out the learning activities effectively.

5.1.2.2 To be eligible to apply for the Teaching Assistantship, a student must be enrolled in the third semester or above as a full-time student with a minimum CGPA of 3.0 and should hold a good conduct Standing. The student also must have passed the course for which they want to be a Teaching Assistant with B+ or higher grade.

5.1.2.3 Key aspects of the work of a Teaching Assistant include the following:

5.1.2.3.1 Providing supplemental instruction and tutoring for undergraduate students in or out of the classroom.

5.1.2.3.2 Organize study/review sessions for examinations

5.1.2.3.3 Facilitate the faculty in preparing for the learning material and activities and helping in implementing them

5.1.2.3.4 Helping students in the classrooms/laboratories/studios during applied lessons

5.1.2.3.5 Communicating with the students for disseminating important information

5.1.2.3.6 TAs are not the substitute of a faculty and must not conduct a class in place of the faculty.

5.1.2.3.7 TAs cannot grade the assignments, presentations or any other assessment of student performance. However, exceptions may be made for certain assessments where no subjective judgement is required and the answers are close ended with an answer key being provided by the supervisor.

5.1.2.3.8 TAs must not have an access to student academic records or any other confidential information and may not enter the grades in students' grade book at PeopleSoft and /or Canvas.

5.1.2.3.9 All TAs will be required to spend at least 25% to 30% of their time at EHSAS Centre to assist students on one-on-one basis or in small groups.

### 5.1.3 Peer Tutoring

5.1.3.1 Peer tutoring refers to a teaching strategy in which students who have demonstrated academic excellence in particular courses are employed as tutors by the Writing Centre and EHSAS Centre to teach other students who need academic help and support to refine their academic skills or better understand academic concepts. It promotes collaborative learning in a safe and respectful environment.

5.1.3.2 To be eligible to apply for a position of peer tutoring, a student must be enrolled in the second semester or above as a full-time student with a minimum CGPA of 3.0 or above and with good conduct Standing. The student must have earned a grade of B+ or higher in the Course for which s/he would be tutoring other students.

5.1.3.3 The key job responsibilities of Peer Tutors include the following

5.1.3.3.1 Engaging students on one-on-one basis or in small groups to help them enhance their understanding of key concepts, refine skills and help them in learning to overcome their academic problems

5.1.3.3.2 Conducting review sessions and practice examination session to help students to be more confident and ready for their assessment and examination

5.1.3.3.3 Maintaining the attendance and other records of peer tutoring as required by EHSAS and Writing Centre

5.1.3.3.4 Collaborating with the faculty of the course to keep themselves updated with the course content, assessment and expectations.

5.1.3.3.5 Peer Tutors are not allowed to do the work of their tutees or help them to the extent where it becomes collusion.

## **5.2 Working Hours, Remuneration and Separation Policy**

5.2.1. All student employees including Peer Tutors and Teaching Assistants would only be eligible to work up to 16 hours per week in a regular semester i.e., in Fall and Spring semesters and 40 hours per week during summer and winter breaks.

5.2.2 All student employees can undertake one campus employment at a time. In special circumstances, if student employees want to pursue second employment, they will have to take the permission of first supervisor. No student will be permitted to work for more than 16 hours per week during Spring and Fall Semesters and 40 hours per week during summer and winter breaks irrespective of number of employments at the Campus.

5.2.3. All student employees will be paid for their approved work hours at an hourly rate as per most recent approved rate. Remuneration will directly be deposited into their bank accounts.

5.2.4. A student employment contract can be terminated prior to the stipulated contract end date, in the following scenarios:

- A Student Employee resigns from the employment at any time, for any reason upon giving a one-week notice or a shorter notice period as the parties agree.
- A supervisor may initiate an involuntary separation due to performance issues or policy violations. In this case, the Office of Career Services should be informed in a timely manner and the final decision will be communicated to the student by OCS after consultation with relevant stakeholders.
- A student employee found involved in a conduct violation during their employment, will be suspended immediately.

5.2.5. The Office of Career Services will reach out to all separating student employees for an exit interview to gather feedback and discuss their experiences.

5.2.6. Prior to separation, employees must return any university property, such as keys and equipment, and will receive their final payment according to the payroll schedule.

5.2.7. Employees must maintain confidentiality of sensitive information during and after employment, and return or delete any confidential data upon separation. Move to code of conduct

5.2.8. Student employees who leave before completing their contract, are eligible to apply for opportunities in the future. Final decisions will be communicated by the Office of Career Services.

### 5.3 Student Employee Positions

5.3.1 An Office/Department can hire maximum FOUR General Student Employees depending on the required task/job requirement. This excludes TAs and Peer Tutors. In case of special circumstance, the Head of the Department needs to get a special approval from VP Operations & Finance.

5.3.2 TAs can be hired for the courses falling in the following categories:

5.3.2.1 Courses requiring extensive supplemental instructions such as Mathematics courses, writing intensive courses and language acquisition courses with minimum enrolment of 25 and above.

5.3.2.2 Laboratory based courses where students need one-on-one assistance and for which a compelling need can be demonstrated.

5.3.2.3 Other courses where a compelling need can be demonstrated with an enrolment of 30 and above.

5.3.2.4 If a course enrolls fewer than 25 students, faculty requesting to hire a TA must obtain approval from the Associate Dean of Undergraduate Education and the Associate Dean of Teaching & Learning, based on the recommendation of the relevant Program Director.

5.3.2.5 Number of peer tutors will depend on the learning needs of students during each semester.

## 6. Applicability

- 6.1. This Policy will apply from Spring 2025.
- 6.2. This Policy will apply to all students



## APPENDIX A

### 1. Purpose

The purpose of this document is to outline the detailed operational process for the Student Employment Program being administered by the Office of Career Services.

### 2. Operational Process for Student Employment

#### 2.1. Raising Requests for Hiring Student Employees by Staff and Faculty Members

2.1.1. To initiate the hiring process, staff/faculty must raise a requisition using [Student Employment Requisition Form \(sharepoint.com\)](#) available on the [Student Employment Portal - Habib University](#) under the 'Campus Supervisor' tab.

2.1.1.1. The request must be submitted at least 4 weeks prior to the requirement, to allow adequate time for Office of Career Services to undertake the steps involved in processing a requisition. For reference, the steps involved upon receiving a requisition are as below:

- Review requisition to confirm alignment with Student Employment Policy
- Confirm availability of work study budget
- Advertise vacancy in case student is not already identified
- Confirm if students selected by supervisors after conducting interviews are eligible to work i.e. clear conduct status and having required minimum CGPA
- Issue offer letter to the student upon confirming eligibility

2.1.1.2. The requisition form should clearly, highlight the reasons for hiring, key job description for student employee and knowledge and skills required to perform the job.

2.1.1.3. The number of positions cannot be changed once incorporated in the requisition form. If there is any change a new requisition needs to be raised and the same approval process applies

#### 2.2. Approval of the Requested Positions by Relevant Authority

2.2.1. As soon as the 'Employment Requisition Form' is submitted, it will automatically go to the relevant recommending authority

2.2.1.1. Request raised by staff members will go to their Head of the Departments

2.2.1.2. Requests raised by faculty members for regular student employees will go their respective Program Director

2.2.1.3. Requests raised by faculty for hiring TAs will be directed to their Program Director

2.2.1.4. A summary of the approval matrix is as below

Requestor	Approving Authority
Department Employee	Concerned HoD
Faculty	Concerned Program Director
Program Director	Associate Dean for Undergraduate Education & Accreditation
HoDs, Assistant/Associate Dean, VPs, Chief of Staff	Approval not required

2.2.2 Upon satisfactory review, relevant authority will approve the request. The Office of Career Services will be notified of the approval via the Student Employment Portal. In case the request is declined by the approving authority, the requestor will be notified automatically as well with suggested edits identified therein.

2.2.3. The Office of Career Services will proceed with processing an approved request by confirming the availability of work study budget based on the information shared by the Finance department at the start of each academic year.

2.2.4. In case a request is received for which budget is not outlined in the work study budget, the Office of Career Services will seek approval from the Finance department and only proceed with processing the requisition if approval is received from identified finance authority.

## **2.3. Announcement of Jobs and Application Submission under Student Employment**

2.3.1. The Office of Career Services will send out an employment opportunity e-mail to the entire student body for approved jobs unless the supervisor has already identified a specific student for the job. Students interested in student employment, must check their official emails regularly

2.3.2. Interested students will apply to the opportunity via the Student Employment Portal. All approved job vacancies which require advertising will be listed on the 'Job Openings' page under the 'Student Employee' tab on the Student Employment Portal.

2.3.3. Students applying to an opportunity will be required to fill out an application form and upload a resume and cover letter.

2.3.4. All submitted application will be routed to the hiring supervisor via email.

## **2.4. Selection Process**

2.4.1. Supervisors are responsible to carry out the selection process for their student employees as per the need of the job advertised.

2.4.2 Upon receiving applications from the students interested in applying for the job, supervisors will review the applications and reach out to potential candidates directly to schedule an interview.

2.4.3 Supervisors are required to fill out an interview evaluation form after conducting interviews of the shortlisted candidates and indicate their hiring decision in the form. Upon successful submission of the interview evaluation forms, Office of Career Services will be notified of the hiring decision.

## **2.5. Appointment Process**

2.5.1. Upon receiving the names of shortlisted students from a supervisor, Office of Career Services will undertake the verification process to ensure the fulfillment of basic eligibility criteria

2.5.1.1. Cumulative GPA and Course GPA (in case of TAs and peer tutors) from Registrar's Office

2.5.1.2. Verification of full- time status from Registrar's office

2.5.1.3. Conduct Standing from the Office of Community Values and Standard (Conduct office)

2.5.2. Office of Career Services will issue an offer letter to the shortlisted students if they are endorsed by the relevant offices for the fulfilment of the eligibility criteria.

2.5.3. The Student receiving the Offer letter will fill out the relevant section of the offer letter and submit a signed digital copy of it to the Office of Career Services before starting the employment on the agreed dates.

2.5.4. Only when the students have submitted their completed and signed Offer Letter to the Office of Career Services, they can start their employment.

2.5.5. The student receiving the Offer letter will also be required to fill in their complete bank account details in the [Payment Processing of Student Employment \(sharepoint.com\)](#) form available on the Student Employment Portal - Habib University.

2.5.6. In case, a student does not already have a bank account in their name, they should collect the Bank Account Opening Letter from the Office of Career Services which will assist them in opening the bank account. The bank account can be at any bank except mobile merchants like NayaPay as long as it is in the student's own name.

## **2.6. Training and Supervision of Work**

2.6.1. Supervisors are responsible to provide the training (if needed) to their student employees for undertaking the assigned work

2.6.2 Supervisors are also responsible to provide a comprehensive orientation to their student employees about the following:

2.6.2.1. Technical nature of the work

2.6.2.2. Key deliverables and timelines

2.6.2.3. Work ethics

2.6.2.4. Work schedule

2.6.2.5. Communication mode with the supervisor

2.6.2.6. Any other important aspect related to work

2.6.3. Supervisors are also responsible for regularly supervising the work of their student employees and provide consistent feedback as per need.

## **2.7. Filling in Timesheets to Claim the Payment by Student Employees**

2.7.1. Student employees are required to fill in their monthly time sheets online. The link of time sheets is emailed to the study body every month when time sheets are made live and can also be accessed via the [Student Employment Portal – Habib University](#).

2.7.2. Student Employees can access the Timesheet from the 27<sup>th</sup> to 30<sup>th</sup>/31<sup>st</sup> of each month. After the deadline has passed, they will not be able to access that month's timesheet, as the system will disable it, and it will expire.

2.7.3. Student employees are required to enter the actual work hours, which should not exceed the approved limit.

## **2.8. Approval of Timesheets by the Supervisor**

2.8.1. The link of the electronically filled sheets by the student employees will be sent to supervisor through email (with the timesheet attached) for approval.

2.8.2. Supervisors shall review the details entered by the students specially the name of the department and the working hours. They are required to verify the working hours as per the approved hours and their actual time spent on the assigned work. Supervisors need to review and approve the sheets from 27<sup>th</sup> of a month the 2<sup>nd</sup> of the next month. After 2<sup>nd</sup> of every month,

supervisors will not be able to access the timesheet for approval and student employee may not get the payment in time.

2.8.3. Supervisors will either Approve or Disapprove the timesheets using the instructions provided in the email. In case of DISAPPROVE, an email will be sent to the Student Employee to correct their hours/ make changes in the Timesheet and RESUBMIT.

2.8.4. If the time sheets are not approved in due time, the Office of Career Services will not be able to proceed with the payments. Students wishing to claim payments after having missed the timesheet deadline, will have to make an appeal details of which are outlined under Clause 3.11. Only Director Operations/CFO reserves the right to approve the time sheets after due date for payment.

2.8.5. Payments will be made only for the approved hours only.

## **2.9. Review and Consolidation by the Office of Career Services**

2.9.1. Office of Career Services will review all the Timesheets approved by the Supervisors and verify the compliance of approved hours.

2.9.2. A summary of all reviewed cases will be forwarded to the Office of Student Finance for payment within two working days after the submission of timesheets every month.

## **2.10. Payment Process by the Office of Student Finance**

2.10.1. Office of Student Finance will process the payment as per the summary sheet received from the Office of Career Services.

2.10.2. Office of Student Finance will process the payment by 20<sup>th</sup> of the month following the month for which timesheets were submitted.

2.10.3. Payments will be directly deposited to the bank account of the student employees

2.10.4. Only those student employees will receive an SMS regarding their payment through bank who will opt for it while opening their account.

2.10.5. Student employees whose payments are rejected will be informed by Students Finance through an e-mail.

2.10.6. Students who fail to submit account details in a timely manner via online jotform will face a delay in payments. All such payments will be carried forward to the next payroll. Pending payments owing to non availability of bank account details will remain on record for a period of 12 months after which they will be written off and cannot be claimed by the student.

2.10.7. Payments will be made according to the approved hours. Supervisors have the responsibility to verify those hours before approving the time sheets. No payments shall be made which does not comply with the approved requisition.

### 3.11 Appealing Process

3.11.1 Students who are unable to submit their timesheets on time may go through the appeal process as follows:

- The student shall make an appeal to the 'Student Employment Program Governing Committee (SEPGC)' within the next 10 calendar days of the timesheets being closed, via the 'Appeal Form' available on the Student Employment Portal. Appeals can only be made for the previous month's timesheets and not any other month e.g., if a student is unable to fill the timesheets for January, they can appeal for it in February. If they are unable to appeal in February, the option to appeal will not be available to them in March or later. No appeals can be made after the 10<sup>th</sup> of the month.
- The 'Appeal Form' will allow students to log in their hours and state the reason for having been unable to fill out the timesheets on time.
- The SEPGC will review the received appeal and may request a meeting with the concerned student if required. The composition of the SEPGC will be as follows:
  - Head, Career Services & Alumni Relations
  - Assistant Manager, Campus Employment & Operations
  - Senior Manager, Student Finance
- The SEPGC will meet on the 15<sup>th</sup> of the month to take decisions on the submitted appeals.
- The SEPGC will communicate the decision to the student by the 20<sup>th</sup> of the month. In case, the appeal is approved, the payment against this will be processed and released with the next month's payroll. If the appeal is declined, the student will not be compensated for the hours logged.
- Failure to appeal in the next 10 days will constitute the payment of the said month to be considered completely written-off and shall not be disbursed at any time.
- There will be no appealing option given to the student with recurring non-submittal of timesheets.

### 3.11.2 Dismissal and Approval of Appeal

3.11.2.1 Appeals which demonstrate a genuine reason for not being able to submit a timesheet on time will be accepted. Below stated reason(s) are few instances of unacceptable to be considered as valid appeal reasons:

- Due to academic obligations/assignments
- Forgotten to submit
- Overlooked
- Incorrect submission within due time

3.11.2.2 Upon approval, only if the SEPGC considers it as a valid reason, the payment will be processed in the following month after the approval.

3.11.2.3 As a consequence of dismissal of appeal, the payment will not be disbursed to the student

3.11.2.4 The SEPGC holds complete rights to dismiss an appeal if considered ingenuine/invalid

### 3.11.3 Recurring Failure to Submit Monthly Timesheet

3.11.3.1 In case a student fails to submit timesheet once in an ongoing regular semester OR consecutively for 2 months, he/she will be ineligible for student employment for the next one semester

3.11.3.2 If the next semester is winter break, he/she will be ineligible to apply in the following Spring semester)