



Habib University
shaping futures

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Developed by:	Office of Career Services
Recommended by	President's Cabinet
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Office of Career Services

Student Employment Program (SEP) Policy and Procedures

1. Purpose

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

2. Scope

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

3. Definitions

- 3.1. **Student Employee:** At Habib University, it refers to any student who undertakes on campus employment of any type.
- 3.2. **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.
- 3.3. **Undergraduate Teaching Assistant (UTA):** At Habib University, a 'Undergraduate 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.
- 3.4. **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.
- 3.5. **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.
- 3.6. **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.
- 3.7. **Office of Student Finance:** Office of Student Finance represents the Office that processes the payments of student employees.

4. Types of On-Campus Student Employment Opportunities

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

4.1. General Student Employment

- 4.1.1. 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.
- 4.1.2. 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.
- 4.1.3. 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.

4.2. Teaching Assistantship

- 4.2.1. 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.
- 4.2.2. 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.
- 4.2.3. Key aspects of the work of a Teaching Assistant include the following:
 - 4.2.3.1. Providing supplemental instruction and tutoring for undergraduate students in or out of the classroom.

- 4.2.3.2. Organize study/review sessions for examinations
- 4.2.3.3. Facilitate the faculty in preparing for the learning material and activities and helping in implementing them
- 4.2.3.4. Helping students in the classrooms/laboratories/studios during applied lessons
- 4.2.3.5. Communicating with the students for disseminating important information
- 4.2.3.6. TAs are not the substitute of a faculty and must not conduct a class in place of the faculty.
- 4.2.3.7. TAs cannot grade the assignments, presentations or any other assessment of student performance.
- 4.2.3.8. 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.
- 4.2.3.9. All TAs will be required to spend at least 25% to 30% of their time at EHSAS to assist students on one-on-one basis or in small groups.

4.3. Peer Tutoring

- 4.3.1. 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 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.
- 4.3.2. 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.
- 4.3.3. The key job responsibilities of Peer Tutors include the following
 - 4.3.3.1. 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
 - 4.3.3.2. Conducting review sessions and practice examination session to help students to be more confident and ready for their assessment and examination

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

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

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

5. Working Hours, Remuneration and Incentives for Student Employees

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

5.2. 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.

5.3. All student employees will be paid for their approved work hours at the rate of PKR. 200 per hour. Remuneration will directly be deposited into their bank accounts.

5.4. A Student Employee can resign from the employment at any time, for any reason upon giving a one-week notice or a shorter notice period as the parties agree.

6. Student Employee Positions

6.1. 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 Chief Finance Officer.

- 6.2. TAs are usually approved for the courses falling in the following categories
- 6.2.1. Courses requiring extensive supplemental instructions such as Mathematics courses, writing intensive courses and language acquisition courses with minimum enrolment of 25 and above.
 - 6.2.2. Laboratory based courses where students need one-on-one assistance and for which a compelling need can be demonstrated.
 - 6.2.3. Other courses where a compelling need can be demonstrated with an enrolment of 30 and above
- 6.3. Number of peer tutors will depend on the learning needs of students during each semester. Director OAP needs to approve all the positions of peer tutors.

7. Operational Process for Student Employment

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

- 7.1.1. To initiate the hiring process, staff/Faculty must raise a requisition using 'Student Employment Requisition Form' available at both the Staff Portal and Faculty Portal. These portals can be accessed through the home page of Habib University website.
 - 7.1.1.1. The request must be submitted at least 4 weeks prior to the requirement. Requests will be catered on first come first served basis due to only specific budget available for Student Employment.
 - 7.1.1.2. 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.
 - 7.1.1.3. 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

7.2. Approval of the Requested Positions by Relevant Authority

- 7.2.1. As soon as the 'Employment Requisition Form' is submitted, it will automatically go to the relevant recommending authority
 - 7.2.1.1. Request raised by staff members will go to their Head of the Departments

- 7.2.1.2. Requests raised by faculty members for regular student employees will go their respective Asst. Dean
- 7.2.1.3. Requests raised by faculty for hiring TAs will be directed to their Asst. Deans
- 7.2.2. The above mentioned relevant recommending authorities shall review the request to assess the need of hiring, duration of employment and number of employees requested.
- 7.2.3. Upon satisfactory review, relevant authority will approve the request for further approval and proceedings and inform the Office of Career Services.
- 7.2.4. The relevant recommending authority should inform both the Office of Career Services as well as the person who raised the request in case of declining the request.
- 7.2.5. In both the cases, Office of Career Services will also communicate the decision to the relevant person.
- 7.2.6. Once the recommendation is obtained from relevant authorities, Office of Career Services will acquire other necessary approvals from Vice President Operations and Finance and Dean of Faculty.

7.3. Announcement of Jobs and Application Submission under Student Employment

- 7.3.1. 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
- 7.3.2. Interested students will apply to the opportunity if they are eligible for that position by sending their applications to the supervisor and the Office of Career Services.

7.4. Selection Process

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

7.4.2. Upon receiving the applications through emails from the students interested in applying for the job, supervisors will review the applications and communicate with the applicants if any interview or test is designed for the selection process. Supervisors may invite only shortlisted students for interview/test.

7.4.3. After completing the selection process, supervisor will send the names of shortlisted students for the advertised position to the Office of Career Services.

7.5. Appointment Process

7.5.1. 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

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

7.5.1.2. Verification of full time status from Registrar's office

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

7.5.2. 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.

7.5.3. The Student receiving the Offer letter will fill out the relevant section of the offer letter, get it signed by the supervisor and submit it to the Office of Career Services before starting the employment on the agreed dates.

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

7.5.5. After receipt of offer letter, students will be required to open bank account in their name within seven working days if they do not have their own bank account. They will get instruction paper as well for this purpose along-with offer letter

7.5.6. The student receiving the Offer letter will also be required to fill in their complete bank account details in the form available on the student portal. (<https://habibuniversity.sharepoint.com/sites/Student/Pages/Payment-Processing-of-Student-Employment.aspx>)

7.6. Training and Supervision of the Work

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

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

7.6.2.1. Technical nature of the work

7.6.2.2. Key deliverables and timelines

7.6.2.3. Work ethics

7.6.2.4. Work schedule

7.6.2.5. Communication mode with the supervisor

7.6.2.6. Any other important aspect related to work

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

7.7. Filling in Timesheets to Claim the Payment by Student Employees

7.7.1. Student employees are required to fill in their monthly time sheets on the online portal at <https://habihuniversity.sharepoint.com/sites/Student/workstudy/Pages/default.aspx>

7.7.2. Student Employees can access the Timesheet from the 27th to 30th /31st 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.

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

7.8. Approval of Timesheets by the Supervisor

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

7.8.2. 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 27th of

a month till the 2nd of the next month. After 2nd of every month, supervisors will not be able to access the timesheet for approval and student employee may not get the payment in time.

7.8.3. 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.

7.8.4. If the time sheets are not approve in due time, the Office of Career Services will not be able to proceed with the payments. Only Director Operations/CFO reserves the right to approve the time sheets after due date for payment.

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

7.9. Review and Consolidation by the Office of Career Services

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

7.9.2. 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.

7.10. Payment Process by the Office of Student Finance

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

7.10.2. Office of Student Finance will process the payment by 15th of the month next to the month for which timesheets were submitted.

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

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

7.10.5. Students Finance will also inform the student employees regarding their payments through an e-mail.

7.10.6. Students who fail to submit account details in the given time may face a delay in payments. All such delayed payments will be forwarded to the next month.

7.10.7. 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.

7.11. Code of Conduct for Student Employment

7.11.1. All supervisors are expected to follow staff and faculty code of conduct which emphasizes on treating students with respect and refraining from harassment, bullying, indulging into any kind of sexual misconduct and demonstrating any kind of discrimination.

7.11.2. All students are also expected to follow Community Values and Standards highlighted in Student Code of Conduct while working as student employees too. They are expected to maintain confidentiality of information received during the work and demonstrate appropriate work ethics following YOHSIN Values.

7.11.3. Both the Supervisors and Student Employees are expected to follow the policy and processes set forth for student employment specially approved days and working hours for student employment. Consistent non-compliance may disqualify supervisors from hiring student employees in future and students from availing further student employment opportunities.

Developed and Reviewed by:

Office of Career Services

Office of Student Finance

Date

Approved: