



## **The Office of Student Affairs Work Study Program**

### **Rules and Regulations**

#### **Student Eligibility Criteria**

To work through WSP, students must complete and submit an online application form accessed through banner within the announced deadlines.

Students employed through the WSP are not allowed to work in the same department for more than three consecutive terms.

Students must not begin any work, once officially assigned, before opening a bank account and providing the IBAN or related details to the Payables Unit (cashmngt@aub.edu.lb) and to the WSP office (wsp@aub.edu.lb) or the payment will be rejected.

#### **Students eligible for WSP are:**

- Undergraduate students
- Graduate regular students
- Graduate students with partial GAships: in this case, a student may work for the remaining percentage of time. For example as student with 50 percent GA is allowed to work 50 percent as WSP at the WSP rate

#### **Students who are NOT eligible for WSP are:**

- Students who are under-loading unless they are on their last semester completing requirement
- Special students not working for a degree
- Graduate students with full graduate assistantships-- in case of partial GAships, a student may work for the remaining percentage of time as work-study student at the work-study rate
- Scholarship Students whose agreement stipulates that they cannot be engaged with paid work
- Scholarship students who receive stipends
- Part time job for GAs that pay stipend in addition to % GA
- Students on probation/Dean's Warning. Once it is officially removed students can re-apply
- Students who have been found to deliberately violate or abuse the WS rules , regulations and work responsibilities
- Intensive English students CEC/UPP



## Work Options

There is a wide variety of student job vacancies available at AUB and they are divided into two main payment rate categories:

- Simple lab work, guiding/ushering, library work, dorm receptionist, data entry and office work.
- Research assistant (RA) and teaching assistant (TA) both undergraduate and graduate students can be assigned depending on the Professor and the research type, computer programming and web design.

## General guidelines

- Work-study students should not perform personal work or run personal errands during their working hours or using the Department or Unit facilities/equipment where they are placed.
- Work-study students are not allowed to work outside the premises of AUB/AUBMC or perform any function off campus.
- Work-study students are responsible for ensuring full confidentiality of the information that come across their attention when performing the WS duties or within the workplace where they are assigned. Any disclosure of such operations and other aspects of work information may result in disciplinary action.
- The maximum number of working hours are 20 hours per week or 80 hours per month for Fall and Spring semesters and 15 hours per week or 60 hours per month for the Summer semester.
- The student will not be paid through WSP for any hours worked over the prescribed limit
- Students are not allowed to be employed by their immediate relatives
- Staff are not allowed to search with other staff for their relatives to work in other departments.
- Staff members who contact the WS office (directly or indirectly) to place their relatives or friends in a position will be reported to the Dean of Student Affairs and to their superiors and will jeopardize the employment of the student
- It is the responsibility of the work supervisor and the head of the employing department to ensure that no immediate relatives are employed in their departments
- If the student doesn't show up to the assigned interview with the department within three working days and without presenting a valid excuse nor replying to the sent mail, he/she will be considered as not interested in the job vacancy and his/her name will be consequently removed from the list of applicants.
- Students should keep full confidentiality within their workplace
- Students cannot work with their immediate relatives under the same department
- Students should provide quality work and should render the assigned work on time, as agreed upon with the supervisor.
- Students are not mandated/required to work during holidays or week-ends



- Students who face problems in keeping up with the duties assigned shall discuss their concerns with the WS Office
- Students have the right to receive clear guidelines and feedback regarding the assigned tasks
- Students should be given a reasonably sufficient time to complete the assigned task(s).
- Students should sign (in addition to their supervisor) on the log sheet that shows their worked hours
- If any payment was not provided on time, students can check with the WSP Office if anything is missing or if the needed documents were presented on time by the related department
- When students are accepted to work they are not allowed to start before opening a bank account and providing the IBAN to the comptrollers or the payment will be rejected

### **Departments and Faculty member's responsibilities**

- Departments/Professors in need for work study students are asked to notify the WSP office by email about their need in terms of numbers and skills needed
- Departments/Faculty members in need for work-study students need to submit an Oracle request
- If the request is for a New Student, it should include: "New Student, Term, Department"
- If the request is for a Continuing Student it should include: "Name, ID, Term, Department, Continuing"
- The WSP office will send students for interview from the list of applicants through Oracle
- Departments/Faculty members are requested to contact the students and to reply within oracle about the result of the interview in a maximum of five working days
- Departments are requested to inform the WSP office about the result of the interview and their final choice of applicants within 5 working day
- In case of a grant, URE or URB, departments need to contact the WSP Office in order to check the students' edibility and application status prior to starting any task
- It is the Department's/Faculty member's responsibility to make sure that the student does not exceed the maximum number of working hours
- It is the Department's/Faculty member's responsibility to make sure that the PO is created and approved so that students can start work and will be paid on time
- It is the responsibility of the employing department/officer for the non-payment of the student if he/she started work without clearance
- Promoting for specific employment/student is forbidden
- Work Study Program Requisition Processing Manual for New Students:  
[https://www.aub.edu.lb/SAO/Documents/Work\\_Study\\_Program\\_manual\\_for\\_new\\_students.pdf](https://www.aub.edu.lb/SAO/Documents/Work_Study_Program_manual_for_new_students.pdf)
- Work Study Program Requisition Processing Manual for Continuing Students  
<https://www.aub.edu.lb/SAO/Documents/Work%20Study%20Program%20manual%20for%20Continuing%20students.pdf>
- Work Study Program Requisition Processing Manual for Students Working Under Grants  
[https://www.aub.edu.lb/SAO/Documents/Work\\_Study\\_Program\\_manual\\_for\\_Grants.pdf](https://www.aub.edu.lb/SAO/Documents/Work_Study_Program_manual_for_Grants.pdf)



## **Payment Guidelines**

- The pay rates recognized by AUB for the WSP is 13,000 LBP for simple lab work, guides and ushers, library work, dorm receptionist, data entry and office work or 16,000 LBP for research assistants (RA), teaching assistants (TA), computer programming and web design
- Payments should be processed by departments/faculties on monthly basis and not as lump sum for the whole period worked by the student
- The department should do the receiving for the worked hours on Oracle at the end of each month
- The receipt with the student time sheet should be printed and sent to WSP office as a hard copy, highlighted, and the related month to be paid for written by hand before the 5th of every month
- It is the duty of every department/faculty to close their open POs at the end of each term after making sure that the students were paid for the latest worked hours
- Any late payment dated for more than 3 months will not be processed and will be deleted from the system
- Departments/faculty are held responsible for any late student payment triggered by late submission of the needed documents
- Students performing any type of tasks and were not employed through the work-study program will not be paid through the WSP and they need to find an alternative mode of payment with the Office of the Comptroller

## **Student Affairs Office**

### **Work Study Program**

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