

**UNIVERSITY OF EASTERN AFRICA, BARATON**  
**DVC-STUDENT AFFAIRS AND SERVICES**  
**STUDENT WORK STUDY PROGRAM POLICY**  
**AUGUST, 2015**

**A. PREAMBLE**

UEAB provides opportunity for some needy and worthy students through the Student Work-Study Program which acts as a scholarship to support tuition and other fees. However, it should be noted that it is not possible for students in need to wholly rely on work program to meet all their financial obligation to the University.

**B. APPLICATION REQUIREMENTS:**

1. Only **Bonafide** students of UEAB shall be engaged in Student Work Study Program  
NOTE: **Bonafide** student means a student who must have registered and attended class for at least one trimester.
2. Application for Student Work Study Program should be made through the STUDENT WORK STUDY PROGRAM OFFICE.
3. The student should be acquainted with the Student Work Study Program rules as outlined in this policy document.
4. Student Work Study Program is a scholarship thus is not a permanent appointment. The students must re-apply with the Student Work Study Program Office for new appointments or renewal of previous appointments every trimester.
5. The student applying to be considered for work under the Student Work Study Program must meet the criteria set by the department he/she intends to work.

**C. WORKING CONDITIONS, RULES AND REGULATIONS**

1. A student on Work Study Program must go through the Student Work Study Program Office before she/he begins work in any department in the main campus, and Extension/Satellite Campuses.
2. Upon admission into the Student Work Study Program, the student shall be expected to report to work immediately.
3. The student must understand and obey the conditions of work in each and every department engaged. Lateness and irregularities shall not be accepted.
4. In case a student is sick or is having an issue that may hinder him/her from attending to his/her duties, he/she should inform the supervisor without fail.
5. When a student on Work Study Program intends to be absent from work, he/she must notify the supervisor in writing at least two days in advance.
6. Students are allowed to engage in Student Work Study Program full-time for two consecutive trimesters in a year after which the student has to register and study full time for the next trimester. Any continued need of work for financial stableness must be authorized by the office of DVC-SAS.
7. After initial assignment, a student in Student Work-Study Program will be expected to work for the whole trimester. Withdrawal from allocated duty must be communicated in writing to the supervisor and further the student should fill the withdrawal form at the Student Work Study Program Office, a copy of which will be sent to the supervisor.

8. Transfer of a student on Work Study Program between departments must be done through Student Work Study Program Office.
9. No student shall be allowed to work simultaneously in two departments.
10. Any grievances or work related issues that cannot be resolved at the departmental level should be channeled to DVC –SAS.

**D. TIME CARDS**

1. The student under the Student Work Study Program is required to record hours of work in the time cards on a daily basis.
2. Time cards shall be collected at the desk of the department heads.
3. Time cards duly signed by the supervisor and the departmental chair shall be accepted by the Student Work Study Program Office.
4. Submission of time cards must be by the supervisor or any person authorized by the department
5. Any time cards with white out erasures shall not be accepted. Any corrections or adjustments must bear the signature of the supervisor.
6. The time cards must bear the actual clock hours worked. A student who forges a supervisor’s signature or records hours not worked, will be dealt with according to the Student Handbook and will lose the privilege to participate in the Student Work Study Program.
7. No overtime hours will be allowed unless approved by DVC-SAS upon recommendation by the Work Study Program Coordinator.

**E. CLASS LOAD OF A STUDENT ON WORK STUDY PROGRAM**

CLASS LOAD	HOURS OF WORK PER WEEK
14 CREDITS AND ABOVE	UP TO 20 HOURS
10-13 CREDITS	UP TO 30 HOURS
7-9 CREDITS	UP TO 36 HOURS
5-6 CREDITS	UP TO 42 HOURS
1-4 CREDITS	UP TO 48 HOURS
UNREGISTERED	UP TO 60 HOURS

**NOTE:**

1. Hours registered in class must be in conformity with the university regulations.
2. Students registered for class must produce a copy of their registration print out for verification of class loads.
3. Any change on the class load should be reported to the Student Work Study Program Coordinator.
4. Failure to report the adjusted class load which result in excess hours may lead to a student being disqualified from the Student Work Study Program and the excess hours worked without authorization will not be credited to the student’s account.

## **F. STUDENT WORK STUDY PROGRAM PAYMENT RATES EFFECTIVE JULY 1, 2013**

CATEGORY	APPROVED	
	MINIMUM (Kshs)	MAXIMUM (Kshs) per hour
1	51.00	60.00
2	61.00	70.00
3	71.00	85.00

### **CATEGORIES**

Category 1 refers to all students doing a particular job for the first time and which does not require any particular skill.

Category 2 comprises those who have professional training and are doing work related to their skill

Category 3 refers to graduate students who are doing work for which they are designated Graduate Assistants in their second year if their performance warrants it.

There will be an annual increment of Kshs.1:00 until the student reaches the maximum allowed in his /her category.

### **G. SPECIAL WORK RATES:**

Special work rates are offered in the following areas of work:

1. Men's Dorm and Ladies Dorm Security. Entry Point Ksh.61:00 per hour on category 2.
2. Resident Assistants Off-campus and In-campus: Entry point Ksh.56:00 per hour on category 1.
3. Head Resident Assistant: Entry Point Kshs.60:00 per hour on Category 1.
4. Head Chapel Assistant: Entry Point Ksh.60:00 per hour on Category 1.
5. Chapel Assistants: Entry Point Ksh.56:00 per hour on Category 1.
6. Student Cleaning Wash rooms: Entry Point Ksh.60:00 per hour on Category 1.
7. Senior Student and /or students with relevant qualifications for laboratory work, working as Chemistry and Biology Lab Assistants and Library ORS, Technology lab Assistant and Chaplaincy assistants: Entry Point Ksh.61:00 per hour on category 2.

### **H. DEPARTMENT EQUIPMENT**

1. Students are expected to respect and handle with great care the equipment under their use
2. Any repair and maintenance required should be reported to the supervisor immediately the equipment is found developing problems.
3. A student working under the Student Work Study Program who damages equipment will be charged a replacement value if carelessness is established.
4. A student entrusted with an office door key must take care of it. The student shall be accountable for any loss of items in the office if found to have been careless in handling the key.
5. A student has to sign for any equipment taken out of the work department and will be charged replacement cost should such equipment be spoilt or lost.

## **I. UNIVERSITY APPOINTMENTS**

All students in the Student Work Study Program are required to attend University Appointments, Exemptions shall be allowed upon recommendation by the department under which the student serves.

## **J. PROCESSING TIME CARD**

1. The Student Work Study Program Office shall receive time cards not later than 5<sup>th</sup> of every month for the purpose of processing monthly submissions.
2. The time cards shall be verified as to completion of the information required. Any card which is incomplete shall be returned to the department.
3. Upon entry of time cards the Student Work Study Program Coordinator shall compute final report for submission.
4. Student Work Study Program reports shall be submitted to the DVC-SAS Office not later than 10<sup>th</sup> of every month.
5. The DVC – SAS will then check and submit the time cards to the Finance Office not later than 12<sup>th</sup> of every month.

### **NOTE:**

- a) Students should inquire from the Student Work Study Program Office any discrepancy or unclear information posted on their financial statements.
- b) A student will be allowed to work under the Work Study Program for a maximum of eight academic years.