



Student, Graduate & Co-Op
Employment Office
Ph: (250) 862-5412
Fax: (250) 862-5600

OKANAGAN COLLEGE STUDENT POSITION CONTRACT

I am accepting an OC Student position under the following terms and conditions:

I will:

- maintain good academic standing.
- as a Canadian or Canadian Permanent Resident student (ie. domestic student) maintain a minimum of two (2) courses during the Fall (September-December) and Winter (January-April) terms.
- as an International student, maintain a full-time course load - ie. generally, this means a minimum of three (3) courses during the Fall (September-December) and Winter (January-April) terms.
- work a maximum of 15 hours per week during September-December and January-April terms, and/or work a maximum of 35 hours per week during the May-August term (This includes Student Employment and IT Services Monitor positions combined).
- adhere to the work schedule established with my supervisor and inform my supervisor if I have any other student position(s) if the hours will exceed the maximum noted in the point above.
- notify my supervisor any time that I am unable to work, my inability to work the hours I was hired for or my intention to terminate my position.
- keep an accurate record of hours worked and submit my timesheet to my supervisor for authorization at a mutually specified time to meet the payroll deadline.
- notify my supervisor of a change of address, course load or change of circumstances.

I understand:

- as a Canadian or Canadian Permanent Resident student (ie. domestic student) that failure on my part to maintain a minimum of two (2) courses during the Fall (September-December) and Winter (January-April) terms, and maintain good academic standing, will result in automatic termination from the employment program.
- as an International student, that failure on my part to maintain a full-time course load - ie. generally, this means a minimum of three (3) courses during the Fall (September-December) and Winter (January-April) terms, and maintain good academic standing, will result in automatic termination from the employment program.
- during the spring/summer terms (May-August), Domestic and International students must have been enrolled as described above and have intent to return to OC in the next fall term otherwise they are ineligible to participate in the OC Student Employment Program.
- that my work at Okanagan College may provide me access to confidential and sensitive information and that this information may not be disclosed or discussed with any individual, group, or organization inside or outside of Okanagan College. Furthermore, I understand and agree that I may not use such information for personal gain for myself, other individuals, union members, or organizations.
- that a T 4 form will be issued to me for income tax purposes.
- that if I am in receipt of government student loans and grants, I will notify the issuing body of any increase to part-time earnings declared on my application for student financial assistance.

I fully understand my responsibilities as a student employee and agree to adhere to my responsibilities as outlined above.

_____ Date

_____ Signature

_____ Name (please print)