



**ACCRA
TECHNICAL
UNIVERSITY**

STUDENT ON-CAMPUS JOB POLICY POLICY

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INTRODUCTION

Committee to provide a preamble under introduction

1.0 Purpose of Document

- a) to provide opportunities for skills development. In line with this mandate, and consistent with its mission, the University deems it fit to provide an avenue for students to have a fair experience of the world of work while studying.
- b) to provide financial support for students, especially brilliant but needy students.
- c) to provide appropriate standards and guidelines for on-campus student employment.

1.1 Definition and Scope of Students' Employment

a) Student Employment: Student employment is defined in this policy to include paid work opportunities, excluding faculty or staff positions, given to persons enrolled at the University to provide financial support and gain experience while studying.

b) Scope: Student employment will involve supplementary activities and will not result in the displacement of employees or be used to fill vacant positions intended for regular staff. Student employment will involve a wide range of activities including administrative support, IT support, faculty support, library support and any other role as may be

deemed fit and advertised by the various departments in the University. The duration of job placement shall be on short term basis, covering a minimum of a month or a semester renewable for another term of one month or a semester upon satisfactory performance.

1.2 Eligibility Criteria

- a) **Enrolment Status:** A student must be registered with a valid Student ID Card.
- b) **Citizenship Status:** Ghanaian citizens, as well as International Students, are eligible to hold on-campus jobs.
- c) **Satisfactory Academic Performance:** Student must possess a CGPA of at least 3.00 at the time of application for student employment. **(Committee to provide the equivalent for CBT students?).**
- d) **Brilliant but needy students:** Students who want to apply for employment must maintain a CGPA of at least 3.00 **(Committee to provide the equivalent for CBT students?).**
- e) **Ability to work extra hours:** Students must be willing to learn and ready to work extra hours when the need arises and which time must not conflict with his/her instructional or lecture hours.
- f) **Proof of eligibility:** Students must present proof of eligibility to the Unit/Centre responsible for the application process. It is the duty of the Unit/Centre to verify the eligibility of students before engaging them.

2.0 Requirements

- a) **Recruitment:** The Unit/Centre shall advertise all opportunities using available and appropriate platforms in the University.
- b) **Employer Selection/shortlisting:** All applicants must be allowed to go through the selection process and must not be discriminated against in terms of gender, nationality, colour, religion etc.
- c) **Interviews:** Interviews shall be organised and conducted by the Unit under the Office of the Dean of Students Affairs and must include a representative from the unit/department concerned.
- d) **Working conditions:** Working tools must be made available to students employees. The Head of the Department to which a students employee is posted shall be responsible for ensuring that student employees are not discriminated against in terms of providing the right environment for them to work and learn.
- e) **Dual employment:** Students in on-campus paid jobs shall not hold any other position of employment within the University.
- f) **Job Description:** Job descriptions shall be properly spelt out for student employees by the Career Development Unit/ Department.
- g) The Unit or Department shall provide appropriate orientation for student employees before they commence work.
- h) **Working hours:** Students shall not work more than 15 hours per week during school sessions and 30 hours per week when school is not in session.

i) Renewal of employment: The Unit/Department is not obliged to re-engage student employees from month to month or semester to semester. Renewal of employment shall be based on availability of work space, availability of funds and satisfactory performance of employee.

j) Wages: All student employees shall be paid according to the wage rate guidelines (committee to provide official name of document). There shall be no disparity in the wage payment based on department or risk involved per work schedule.

3.0 Procedure for Recruitment

- a) Student employment opportunities shall be published on all available and appropriate platforms on campus.

- b) Prospective student employees will be required to fill an employment form from the University website with two passport size photographs. (This must be done electronically).

- c) An updated Curriculum Vitae, Cover Letter and a copy of Academic Transcript must be attached during submission. (This must be done electronically).

- d) An introductory letter must be obtained from the Head of the Department to which the prospective student employee belongs and attached to the application letter. **(This must be done electronically).**

- e) Applications will be assessed and shortlisted according to criteria **(Management to develop criteria for approval by Council, and appended to this policy)** developed by the Office of the Dean of Students' Affairs and Faculty/Directorate where he wishes to work.

- f) Applications shall be submitted to the Office of the Dean of Student Affairs for interviews.

- g) The Dean of Students' Affairs shall notify successful candidates and issue appointment letters specifying the conditions of work.

- h) The Dean of Students' Affairs shall notify the various departments of the postings.

4.0 Work Ethics

a) **Diligence at work:** Student employees are expected to be diligent in their work and finish all tasks assigned to them. They are not to use work time for study.

b) **Dress Code:** Student employees must maintain a formal dress code while working, except for instances where prior notice has been given to employees to dress informally for a particular occasion or activity.

c) **Punctuality:** Student employees are expected to be on time. They are to report and close from work at the time given them by the unit/department. Frequent lateness will attract a deduction from their wages. They are also to work in like manner as every business would expect from its employees.

d) **Absence from work:** If a student employee cannot be on time or is indisposed, the student employee is expected to give advance notice to the supervisor. In instances where advance notice cannot be given, the student employee is expected to report to the supervisor immediately after.

e) **Respect:** Respect should be shown to all students and employees of the University. Student employees are to be courteous and helpful to all, including outsiders of the University who make use of any of the University services, and must properly represent the university in all situations. Student employees should recognise that the students, staff and the general public are the customers of the unit/department

to which they are assigned. Where grounds of disrespect from student employees are established by the Disciplinary Committee, appropriate sanctions using the university's staff code of conduct shall be applied.

f) Confidentiality: Any information acquired by a student employee while on the job is confidential and shall not be discussed with friends or relatives outside of the unit/department.

g) Sexual harassment: All student employees shall be subject to the University's staff policy on sexual harassment. All complaints by student employees shall be channelled to the appropriate authorities for action.

h) Grievance handling: Student employees shall follow the grievance channels in the University's Grievance policy to resolve problems that occur in their unit/department.

5.0 Termination of Employment

a) A student employee's employment shall be terminated at the discretion of the Career Development Unit at any time if he/she no longer meets the eligibility criteria outlined in this policy.

b) A student shall cease to be employed by the unit/department after completion of studies, deferment of studies or engagement in any form of misconduct. A student employee who defers his/her studies can only re-apply for a job opportunity upon resumption of his/her studies conditioned on the availability of job opportunities.

c) A student may resign at any time. A two-week notice shall be given prior to resignation.

d) A Departmental Head seeking to terminate a student employee's appointment on reasonable grounds shall write to the Career Development Unit/Department and show evidence to back claims. The Unit/Department reserves the right to terminate the appointment of such a student employee or reassign him/her.

e) Upon termination, notification shall be given by the Unit/Department Head to the Office of the Dean of Students Affairs and the Finance Office.

6.0 Student Employee Progression

- a) Student employees, upon completion of their studies, may apply to do their National Service with the University. Such students may be given priority upon application.
- b) Student employees do not automatically progress into full-time employees. Student employees wishing to gain employment in the University shall go through the procedures for formal employment in the University, but such students will be given priority.

7.0 Evaluation

The Departments/Units to which the student employees are attached shall send reports on all student employees to the Career Development Unit at the end of each period of employment. The report shall among other things suggest ways of improving the exercise.

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