

Work-Study Policies and Procedures

The AUAF Work-Study Program is coordinated through the Office of Student Affairs. It is meant to provide students with demonstrated financial need (as determined by the Student Finance Office) an opportunity to supplement partially their tuition and fees. Work-Study employees are not paid in cash. Rather, the compensation of 100 AFG per hour is applied directly to their accounts to pay down whatever amount they owe. All work is done on campus.

The program is also an excellent opportunity for the students to gain first professional experience in working with national and international faculty and staff in an academic environment.

Eligibility Criteria for On-campus Employment:

- Be a full-time UG student. Upon Placement in any of the AUAF academic or administrative departments, UG students must be registered for at least 6 academic credit hours for Fall and Spring Semesters, and 3 academic credits for Winter and Summer mini-semesters.
- Must have an overall GPA of at least 2.0;
- Demonstrate financial need as determined by the AUAF Student Finance Office.
- Students with full scholarships and those who paid their tuition in advance are not eligible for on-campus employment/work- study positions.
- Students on Academic or Disciplinary Probation are ineligible to apply for work-study.
- Students are not allowed to hold two positions at the same time. This practice is not allowed at AUAF unless their second job is on a volunteer basis (not for pay).
- In cases that include but are not limited to a student who has been found in violation of the Student Code of Conduct, any displays of dishonesty/disloyalty, disobedience during his/her term as work-study employee, and insubordination, the student shall lose his/her position immediately and shall not be eligible for work-study until the end of their probation period.

Weekly Working Hours for Work-Study Employees:

Work-study employees can work up to 20 hours per week unless otherwise approved by the department head/director and the Office of Student Affairs prior to the first day of employment. During academic breaks and/or summer/winter mini-semesters, the work hours could extend up to a maximum of 30 hours per week only after an Overtime Authorization Form is filled out and submitted to Office of Student Affairs.

Work-Study Compensation:

Hourly rates consist of 100 AFS per hour for all work-study employees unless special permission has been obtained prior to the start of employment. The payment procedure is done through a simple process of submitting monthly time-sheets to the Office of Student Affairs which is in the Office of Student Affairs. Payments for each work-study employee are credited on a monthly basis to the employee's individual account in the Student Finance Office and are deducted from their accrued tuition/fees. These financial credits are not transferable to any other student. The work study compensation cannot exceed 100% of the work study employees total tuition cost. For instance, if a student has been awarded a financial assistance of 60%, the work study employee can only be compensated at most for the gap in his/her tuition fee. Any additional work study compensation beyond the 100% threshold will be forfeited. It can be carried forward to the student accounts for the upcoming semester in case the student has also made some cash payments to cover his/her previous semester's dues.

Role of the Office of Student Affairs:

All work-study employment concerns are processed by the Office of Student Affairs which has the following responsibilities:

- Educating AUAF departments and students about the student employment policies and procedures.
- Processing the monthly time-sheets and following up on all paperwork for each work-study position.
- Monitoring the time-sheets and ensuring that students are working the approved number of hours.
- Working with supervisors and work-study students to address any issues.
- Facilitating the student employment process by providing guidance and making information and resources available to both students and AUAF departments.
- Maintaining a database of eligible student employees and job openings on campus.
- Announcing work-study opportunities, internships through posters on campus, AUAF webpage and email.

Work-Study Employment during Fall and Spring Semesters:

Instructions for Employers

Any AUAF department interested in hiring work-study employees need to follow the following steps:

- Departments/Faculty are required to submit a “work-study request form” (complete with all approval signatories) along with the job description of the position to the Office of Student Affairs a week prior to the start of each Semester. Please refer to the dates below:
 - Spring 2015 : 20th January – 27th January
 - Fall 2015: 23rd August – 30th August
- Inform the Office of Student Affairs of all student job openings. A department can recommend a specific student for its job opening, but the department must ensure that the student meets all eligibility criteria.
- Carefully check and then approve work-study employee time sheets in the approval queue for payment processing. Report any issues or discrepancies to the Office of Student Affairs.
- In order to avoid delays in the time sheet processing, inform the Office of Student Affairs whenever a staff and/or faculty members who is a part of the approval chain is on leave.
- Each faculty is entitled to only **one** work-study student per semester. Any additional work-study position should be justified in detail and approved by the Director of Student Affairs and Chief Academic Officer.
- Departments and faculty need to make sure that work-study hours should not exceed more than 20 hours per week. In case of need, a work-study over-time authorization form should be filled and approved in advance by the department chair or director, Chief Academic Officer, and the Chief of Staff. This form may authorize the work-study assistant to work a maximum of 30 hours per week (6 Hours a day).
- In the absence of the immediate supervisor for short periods during the semester, there are 2 options:
 1. The work-study employee’s job will be placed on hold unless the supervisor, prior to his/her departure, provides the Office of Student Affairs a list of tasks/activities for the work-study employee to be accomplished during the corresponding time frame.
 2. The work-study supervisor, prior to his/her departure, can ask the department head/director to assume responsibility for the work-study employee.

Instructions for Students

- Students must submit the Work-study Application Form along with a one-page resume to the Office of Student Affairs by the first (1) week of each Semester
- Students can find a list of available work-study positions along with the job descriptions of the positions on the AUAF website. Only shortlisted students will be notified for an interview with the respective faculty/staff.

- Upon placement as a work-study employee, the student will receive a work-study time sheet from the Office of Students Affairs on the 25th of each month which has to be completed and submitted by the student to the Office of Student Affairs by the 28th of each month for approval and further processing.
- Please note that no late time sheets will be approved for processing. Students who fail to submit the time sheets on time will not get paid.
- Upon placement the students must keep any and all information seen or heard in the performance of my duties confidential. She/he may not copy, remove, or allow unauthorized access to institutional documents, files, or mailing lists and any breach of this responsibility can result in immediate dismissal.
- Work-study students are required to be on time for every shift and stay until the shift is over. She/he needs to inform the supervisor about being sick or late to their shift.
- All work-study duties are to be performed in an efficient and professional manner.
- Work-study students are required to give a week notice to their supervisor and the Office of Student Affairs if they intend to quit from the job.

Work-Study Employment During the Summer and Winter Mini-Semesters:

- Eligible UG students can acquire work-study positions during summer and winter sessions. However, the supervisors for the work study positions must be present in Kabul for the entirety of the contract. For example, if a professor only teaches summer session I, they may not offer a work-study position for the entire summer until late August unless:
 1. The work-study supervisor, prior to his/her being granted a work-study employee, obtains the department head's or director's agreement to assume in his/her absence responsibility for the work-study employee(s). Student employment during the extended breaks must be sufficiently justified.
- A justification note must also be provided to the Office of Student Affairs along with the Work-Study Request form.
- Students must submit their Work-Study application forms along with their resumes to the Office of Student Affairs in the first three days of the Summer and Winter mini-semesters.
- Departments and Faculty must submit the Work-study request form and Job descriptions of the positions three days prior to the start of the Summer and Winter semester to the Office of Student Affairs.