



ANANT NATIONAL UNIVERSITY

OFFICE OF STUDENT SERVICES

POLICY ON CAMPUS JOBS

I. Introduction

Student employees are those whose major efforts are directed toward receiving a formal education, and are employed part-time in the unclassified service. The following document outlines the policies and procedures for all student employees except graduate teaching. Employment of international students is subject to additional requirements based on visa status. Questions about employment of international students should be directed to the Program Head of the student's course of study.

II. Student Employment and Equal Opportunity Policy

The policy of employment of students by the Anant National University is based on a philosophy which seeks to address and balance two equally important objectives:

1) furnishing valuable work experience for qualifying students (i.e., those who meet stated enrolment criteria) through the performance of necessary jobs on campus, and 2) providing financial assistance to students to help fund their academic studies.

The former gives students the opportunity for experience in the real world of work by performing work important to the university. This work provides students with experience and skills attractive to future employers and complements their academic credentials. Student employment provides financial assistance in the form of on-campus work responsive to the student's class hours and schedule. However, a student's financial need should not override relative merit and qualifications when departments make hiring decisions.

In the implementation of the university's student employment policy, no student shall be discriminated against on the basis of race, color, religion, gender, age, disability, national origin, marital or veteran status, sexual orientation, or any other extraneous considerations not directly and substantially related to effective performance.

III. Eligibility

A. Student Status

To be eligible for campus job opportunities, students must be bonafide students of Anant National University and must be pursuing their studies in one of the academic courses offered by the university.

B. Academic Status

Students who are out of status with regard to their attendance or grades as per their program requirements will not be allowed to take up campus jobs even if found qualified and satisfactory for the job. The Office of Student Services will conduct a check on each student offered a job by any department on campus and those who do not meet their attendance or grade criteria will have their offer rescinded.

C. Employment of Minors

If the student is a minor, there are specific government regulations which apply. Proof of age (copy of a driver's license, passport or birth certificate) must be filed in the department.

D. Loss of Student Status

Exceptions may be granted to allow students to work one additional term after graduation to complete projects and special assignments. Exception requests must be approved in advance. International students generally are not eligible for employment after graduation.

IV. Classifications and Wage Rates

A. Position Descriptions

Student position descriptions are required to be circulated to the entire student body. Position descriptions are required for reporting purposes and to give student employees clear job expectations.

B. Wage Rates

The maximum hourly wage rate for students is capped at INR 350 per hour. Individual departments and hiring managers can define their own hourly rate within that limit.

Most student positions are non-exempt and thus, students are paid an hourly rate. Approval of exceptions to hourly pay must be requested in advance and in writing from the Provost.

V. Payroll Guidelines

A. Maximum Hours of Work

Student employees are students first and foremost and, in recognition of this, are limited to working 40 hours per month. Because of the visa requirements for international students, these students may not work more than 30 hours per month. This limit includes all university student employment positions held simultaneously. It is suggested that supervisors of students working a high number of hours (18 to 25) confirm each term that their student workers remain in good academic standing. During long holidays, students are exempt from this limitation and may work up to 40 hours in the week if agreed with their reporting manager.

IMPORTANT NOTE: Students are eligible for sick leave. Any sick leave taken counts in the calculation of working hours in the week. In some instances, the supervisor can reschedule work during the week so that the student does not miss any working hours and sick leave will not be taken.

During term breaks and one term each year, students on leave from school may be employed full- time. Summer term is considered a term for this purpose.

B. Attendance Records

Student time record sheets are required to report hours of work for payment purposes. The format of the sheet is provided in Appendix II. Departments employing students are required to submit the filled and signed form to the Office of Student Services before the 3rd of following month in order to enable processing of student pay.

C. Breaks and Meal Periods

Students must be given at least a 10-minute break for every four-hour stretch of work, or major portion thereof, approximately in the middle of the stretch of work. Minors under the age of 18 must be given a 15-minute break. Two hours is considered a "major portion" of a four hour shift of work, thus students should be given breaks for any shift of more than two hours.

Meal periods must be given to employees who work six hours or more in a shift. Meal periods must be 30 minutes without interruption to be unpaid time.

D. Paid Leave

Student employees do not receive paid leave for holidays, or vacation. Student employees are eligible for sick leave and accrue one hour of sick leave for every 30 hours worked.

E. Premium Pay

Premium rates such as holiday pay and night differential do not apply to student employees.

F. Processing Student Pay

Every manager who has engaged a student worker would be required to submit the filled in timesheet confirming the hours of work and the hourly pay rate to the Office of Student Services no later than the 3rd day of the subsequent month. After reviewing the timesheets and Office of Student Services will coordinate with the Accounts department for releasing the payment.

Payment in all cases will be made by cheque and would be handed over to the Managers by the Office of Student Services. TDS, as applicable, will be deducted while releasing the payment for each month.

VI. Hiring Procedures

A. Recruitment

To comply with Equal Employment Opportunity guidelines, hiring departments are required to share a job description of the vacancy along with eligibility criteria and a deadline with the Office of Student Services. The Office of Student Services will advertise all vacancies to the student body or eligible student groups therefrom.

The Office of Student Services will share the list of interested applicants after doing due-diligence (checking their student status, other jobs held, total number of hours worked in the month etc.) with the hiring manager who would interview the candidates and make their final decision. Once the decision is made, the hiring manager will share the information with the Office of Student Services. All contracts for on-campus student employment have to be directed through the Office of Student Services and individual managers are requested to refrain from entering into direct contracts or agreements with students.

B. Job Applications

Students are required to complete applications in each department where they seek work. Application information will enable the employing department to evaluate the student's ability to perform job requirements.

VII. Layoff, Termination, Grievances

If a layoff is necessary due to lack of work, lack of funds, reorganization or other reasons not reflecting discredit on the student employee, reasonable notice in writing shall be given.

Students may be terminated if their performance is deficient or if their behaviour does not merit continued employment. Supervisors are encouraged to give the student opportunity to correct his or her deficiencies prior to termination. No written notification is required, but is strongly recommended. A student who wishes to grieve any employment related issue, including disciplinary action, may do so via the Office of Student Services.



Appendix I

PROCESS ON CAMPUS JOB

I. Establishing and Maintaining Campus Job

Below described is the process that shall be followed by all departments for campus jobs (existing and upcoming). The process has been created by Office of Student Services with a view to streamline the functioning around campus jobs and eliminates extra unnecessary channels of communication.

The below steps shall be followed ideally in the order mentioned:

Step 1. Campus Job Vacancy

The Policy around Campus Jobs has been shared by OSS via email to all faculty and staff and the same is also available for review on the website at [campus jobs policy](#). In addition to the policy, the following two resources are also available on the website:

1. Standardized template of poster to invite applications (available for download in Annexure I)
2. Sample Timesheet (available for download in Annexure II)

Department Heads are advised to go through all of these and subsequently the reporting manager from the respective team will share the poster {which includes JDs, hours (maximum working hours allowed is 40 hours/month), pay (maximum INR 350/hour), last date to apply, duration, number of positions etc} with Office of Student Services at studentservices@anu.edu.in

Step 2: Circulating the Campus Job Vacancy

Student services will circulate the poster template received from the reporting manager of the team. This poster invite will be shared with the respective student body. The application responses will be shared with the reporting manager to shortlist the students based on the resume submitted.

Step 3: Conducting Interviews

The shortlisted candidate(s) will then be interviewed by a panel as decided by the hiring department. Departments are advised to directly schedule candidates for interview based on their availability and convenience. A rubric and scoring sheet must be

prepared by the reporting officer of that team. Scoring for all candidate(s) should be done based on this rubric. Students with the highest score will be selected. In order to ensure transparency in the system, offers to candidate(s) will not be rolled out till the rubric and scores of all students who appeared for the interview are shared with OSS.

Step 4: Announcing results

Office of Student Services will check if the student is not violating any of the other policies (doing two jobs at once, or not meeting their basic academic requirements etc.) and announce the final selection along with the joining date provided by the reporting manager.

Step 5: Documents required from students selected

After the selection is done and results announced, Reporting Officer will get the following documents from selected students and hand it over to the HR for getting a contract made which gets signed by VP HR only.

1. 2 passport sized photos
2. Aadhar Card copy
3. PAN Card copy
4. Cancelled bank cheque
5. Poster invite of the campus job vacancy
6. Assessment Sheet

Step 6: Timesheet preparation

From the time of joining of the student, a timesheet has to be maintained by the student. The timesheet should have entry of daily check in and check out times of student for working. The timesheet will be used to calculate the total working minutes. Based on total minutes, approximate working hours will be calculated and pay will be based on total working hours. This timesheet has to be approved by RO and HoD

Step 7: Monthly Payments


On 26th of every month, on 26th, the Reporting Officer should send the timesheets approved by self and HoD to Office of Student Services. Office of Student Services will submit the timesheets to HR.

HR will ensure payment by end of month. After payment, HR will inform respective department and Office of Student Services.



Annexure I

TEMPLATE FOR POSTER INVITE OF CAMPUS JOB VACANCY

 **OFFICE OF STUDENT SERVICES**

Campus Job Requirement
just for you

CAMPUS JOB NAME/ROLE:

TERM:

PAY:

ELIGIBILITY:

JOB DESCRIPTION :

Please read the campus job policy for further details: <https://anu.edu.in/campus-jobs/>

To apply email us at studentservices@anu.edu.i
Apply before
Selection of the candidates would be based on the interview

* For any queries email us at studentservices@anu.edu.in

PLEASE NOTE: Download the above template to be filled and shared with OSS



Annexure II

SAMPLE TIMESHEET TO TRACK WORKING HOURS

| DATE | TOTAL WORKING MINUTES | TASK/WORK DONE (for Reporting officer's reference only) |
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Total minutes:

Approximate Hours:

Hourly Rate:

Total Payment to be done:

Signature of Reporting Officer

Signature of HoD



Annexure III

SAMPLE RUBRIC FOR PERSONAL INTERVIEW

| Pointer (Points out of 5) - Interview 1 | | | | | | Remarks |
|---|------|------|------|------|------|---------|
| Candidate | Name | Name | Name | Name | Name | |
| Initiativeness | | | | | | |
| Keen to learn | | | | | | |
| Attitude | | | | | | |
| Understanding | | | | | | |
| Software Skills | | | | | | |
| Pointer (Points out of 5) - Interviewer 2 | | | | | | Remarks |
| Candidate | Name | Name | Name | Name | Name | |
| Initiativeness | | | | | | |
| Keen to learn | | | | | | |
| Attitude | | | | | | |
| Understanding | | | | | | |
| Software Skills | | | | | | |

Please Note: The above mentioned parameters will vary according to the skills required for campus job

