

REGULATIONS

SUMMER EMPLOYMENT 2009

The following are the requirements and conditions of work for the students on the Summer Employment 2009 Programme:

1. Time Report forms are to be submitted at the beginning of the work week, that is, Monday - before 12:00 noon.
(Time Reports forms can be obtained from the Financial Aid Office)
2. Cheques for payment are prepared and ready for dispatch on the Friday of the following week and should be collected at Accounts Receivables (downstairs) of the main Administration Building.
3. Students will be required to work for forty (40) hours each week. There will be no payment for overtime by the Financial Aid Office.
4. Student will be paid a flat rate of \$7,200.00 per forty (40) hour work week.
5. If students are absent for a part of the week or for the week, this must be communicated via Supervisor to the Financial Aid Office. This is to facilitate adjustments to payment.
6. The Supervisor's or Head of Department's signature must verify corrections and changes made on the Time Report form and **NOT THE STUDENT'S SIGNATURE.**
7. Time Report forms for the **FINAL WEEK** must be submitted on the **FRIDAY** of that week and not the Monday. This applies to both batches.
8. Duration of Summer Employment 2009: **May – August, 2009**