



Student Labor Summer Work Program

**For students employed on the campus of
Burman University &
Parkview Adventist Academy**

Outline

- 1. Continuing & new full-time Burman & PAA students eligible to work on campus during the summer.**
 - 2. Maximum hours per day: 8
Maximum hours per week: 44**
 - 3. Rent cost per day for residences: \$22.00

Cafeteria: Pay cash as you go. No minimums or meal plans apply**
 - 4. Scholarships on summer earnings available through the Summer Ministries program. Maximum scholarship from all summer scholarship programs: \$1,000.**
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1. Who is eligible for summer employment?

New Students:

- A. Must be accepted to the appropriate school, Burman or PAA, for upcoming school term starting September, &
- B. Must have completed budgeting with the Student Financial Services Office for the upcoming school term starting September.

Continuing Students:

- A. For Burman students, must have pre-registered for full time attendance for upcoming school term starting September, or

- B. For PAA students, must have completed a class schedule outlining the coursework for the upcoming school term starting September, &
- C. Both Burman & PAA students must have completed financial budgeting for the upcoming school term starting September.

Graduating/Non-returning Students;

The sole purpose of offering on-campus student employment, whether during summer or the school term, is to assist the current student in defraying the cost of attendance. Consequently, this category of students is ineligible for summer employment.

2. How many hours a week may a student work in the summer?

Maximum of 44 hrs per calendar week in daily increments of “no more than” 8 hrs per day.

What does that statement mean?

If a student works for two departments, the combined hours per day must not exceed 8 hrs including any night shifts.

The 24 hour cycle of the clock (12:01 am to 11:59 pm) is used as well as the calendar work week (Sunday-Saturday).

Are there exceptions?

Yes, if a student works in a department, e.g., Student Financial Services, Registry, Facility Maintenance, that utilizes a “compressed work week” which, for Burman/PAA, is 38 hrs per week from Monday to Friday in daily increments of “no more than” 8.5 hrs.

3. What will it cost me to stay in residence from May through August?

Rent cost

The nightly charge is \$22.00. The Dean calculates the number of nights in residence for the month and charges the corresponding rent to your school bill.

Rent rebate

New students

- A. In addition to general eligibility requirements outlined in #1 above, a new student must complete the fall semester’s room reservation form and continue to live in residence during the upcoming school term.

- B. If a student moves out of residence prior to the end of fall term, all applied rent rebates for the previous summer will be reversed.

Continuing students

- A. In addition to general eligibility requirements, the student must have occupied a Burman dormitory residence throughout the immediate preceding term and continue to live in residence during the upcoming school term.
- B. If a student moves out of residence prior to the end of fall term, all applied rent rebates for the previous summer will be reversed.
- C. If you average 30 hrs per week during a calendar month, the rent cost will be rebated to your account in the next calendar month. The value of the rent rebate is a taxable benefit to you & will be issued on a T4A slip in February next year for inclusion in your tax preparation.

Cafeteria cost

No cafeteria meal plans or minimums apply during May – August. You can purchase your meals at the cafeteria for cash.

Timecards?

I have to turn in timecards? When?!? Where?!?

Accurately completing the timecard & ensuring that it's turned in to your work supervisor on the specified day is your responsibility.

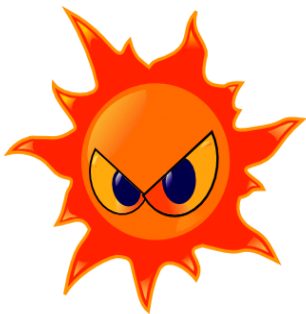
You will be paid once a month – on the 10th with the work hours cutoff date being the last day of the month.

- A. Record your hours worked through the end of each month.
- B. Your work supervisor will advise when the timecard needs to be submitted each month.

Regrettably, we have no ability to issue a payroll advance

Miss submitting a timecard = Miss a paycheque?

That is correct! You would need to wait until the following pay date to be paid for those hours on that timecard. Don't be late!



4. Can I earn a scholarship if I work at Burman during the summer?

Summer Ministries Scholarship

Good news! Earning a scholarship on your summer work earnings from Burman is much easier.



All students (both Burman & PAA) are eligible for a 30% scholarship up to a maximum of \$1,000 on net summer wages deposited by August 31 of current school term to their school accounts.

At the same time as you deposit your earnings, be sure to submit your payroll "Statement of Earnings" from your last pay period on the Student Employment Direct Deposit program for verification of your summer net pay.

Limit of \$1,000 summer scholarship

Remember, the two ways to earn scholarship dollars in the summer are:

- A. Summer Ministries Scholarship – working in a paid position for a Seventh-day Adventist organization & submitting the earnings by August 31, of current school term, for a 30% scholarship, &
- B. Community Service Scholarship – volunteering during July & August for a non-profit organization (excluding SDA summer camps) & receiving a \$125 scholarship for each 25 hours of service.

The limit of scholarship from either one or in combination is \$1,000.

Questions?

Contact your work supervisor or Student Financial Services Office.