



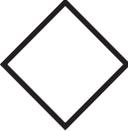
Virginia Commonwealth University
School of the Arts in Qatar



**STUDENT EMPLOYMENT
PROGRAM [SEP] GUIDE** ²⁰¹⁸/₂₀₁₉

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JOB SEARCH



APPLYING FOR A JOB

To apply for a job on campus, students must follow these steps:

1. Visit www.tech4work.com
2. Create an account using university email or log in if the student has already created an account.
3. Complete the personal details section of the profile. Students **must upload the Student Profile Form.**
4. Uploading a CV is not mandatory but highly recommended, as the process of getting a job on campus is competitive.
5. Enter complete bank account details, and most importantly, the IBAN number. The IBAN number is a set of alphabetical codes followed by the account number.
6. To view vacant positions at VCUarts Qatar, click on 'Job Vacancies', and select Virginia Commonwealth University in Qatar. All the available positions will be listed and students can click on each one to read through the details and apply.
7. Applications will be forwarded to the university staff/faculty assigned supervisor for further action, and may be called in for an interview.

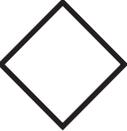
EMPLOYMENT ELIGIBILITY

To be considered eligible for the Student Employment Program, students must meet the following criteria:

1. Maintain 2.0 GPA and above.
2. Be a full-time student at HBKU or one of EC's Campuses.
3. Not work in more than two positions.
4. Community Developer Advisors (CDA) must not work in any other position.
5. Sign Code of Ethics and Student Confidentiality Agreement forms.
6. Student employees must not start working until they receive a confirmation from SEP Coordinator that they are linked to the position.



TIMESHEETS & PAYROLL



TIMESHEETS

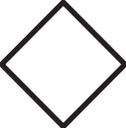
It is the student employees' full responsibility to record their hours and submit the timesheets before the end of each month. There are two timesheets that the student employee must fill in:

1. **Tech4work timesheet:** Student employees must enter their hours on tech4work.com before 11:59pm on the last working day of the month. Students must click on the clock icon to access the timesheet, and not the calendar icon.
2. **P130 timesheet:** This must be filled by the student employee, signed by the supervisor, and submitted to SEP coordinator before 3:30pm on the last working day of the month.

In order to get paid in timely manner, student employees must follow these steps:

1. Print legibly. Use blue or black ink to complete your timesheets, and do not overwrite. Illegible time sheets will be sent back for correction.
2. Student must specify the working month on the P130 timesheet, and not exceed the monthly hours allocated for them.
3. Timesheets must be signed by the direct supervisor.
4. Students must have the correct bank account information on [tech4work](http://tech4work.com).
5. Timesheets over four weeks old will require an explanation as to why they are late; they will not be processed until a written notice is received from the supervisor.
6. Timesheets over eight weeks old will not be processed.
7. Submit both [tech4work](http://tech4work.com) and P130 timesheets before the mentioned deadlines.

Failure to meet any of the above may delay the payment for a whole month. Payments may take up to two weeks to deposit the payments to the student employee's bank account.



WORK ETHICS



ETHICS

Student employees must demonstrate positive and cooperative attitudes. Ethics is defined as a collection of values and behaviors which people feel are moral; a positive work ethic is the collection of all the values and actions that people feel are appropriate in the workplace.

Core Values

VCUarts Qatar believes in the Core Values of honesty, respect, fairness, compassion and responsibility and incorporates these values in all aspects of instruction and administration. Subscribing to a set of values is essential for individuals in acquiring a high quality of life, a successful career, and a good citizenship. It is also essential for organizations to adopt core values for creating a code of conduct or standards of behavior expected of individuals serving in or with that entity.

VCUarts Qatar has adopted a set of core values that have become the fiber of the institution:

1. **Character:** displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility.
2. **Teamwork:** a team worker, cooperative, assertive, displays a customer service attitude, seeks opportunities for continuous learning, and displays mannerly behaviour.
3. **Appearance:** displays appropriate dress, grooming, hygiene, and etiquette.
4. **Attitude:** demonstrates a positive attitude, appears self-confident, and has realistic expectations of self.
5. **Productivity:** follows safety practices, conserves materials, keeps work area neat, follows directions and procedures.
6. **Organizational Skills:** manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.
7. **Communication:** displays appropriate non-verbal (body language) and verbal skills (tone of voice).
8. **Cooperation:** displays leadership, appropriately handles criticism and complaints, demonstrates problem-solving capability, maintains appropriate relationships with supervisors and peers, and follows chain of command.
9. **Respect:** Respects the rights of others, deals appropriately with cultural/racial diversity, and does not engage in harassment of any kind. Having a genuine regard for others and showing consideration for others.
10. **Honesty:** being truthful and not deceptive or fraudulent, and subscribing to the phrase, "there is no substitute for the truth."
11. **Compassion:** understanding the feelings of others and recognizing the effect one's actions will have on others.
12. **Fairness:** practicing actions that are just and impartial along with treating people in a consistent manner.
13. **Responsibility:** assuming ownership for personal actions and being accountable for one's own behavior, assigned tasks, duties, and functions. In addition, being responsible means taking action against wrongdoing, and not tolerating those who are dishonest or those who engage in misconduct or exhibit inappropriate behavior or attitude.
14. **Time management:** balance your time between school and work. Keep track of your assignments and meet your deadlines.
15. **Confidentiality:** maintain the integrity of confidential or potentially compromising information handed in to you.



UNSATISFACTORY PERFORMANCE & TERMINATION

WORK CONCERNS

Working with people in any job setting frequently presents certain personnel problems. Often, the beginnings of student problems go unnoticed until the matter becomes large, affecting either production or department morale. When counseling by the supervisor has been tried with poor results, contact the VCUarts Qatar Student Employment Coordinator and request assistance.

Unsatisfactory Performance

Student employees who demonstrate either unsatisfactory work performance or attendance must be warned and given time to correct the problem, or be dismissed. All forms of warnings and terminations must take place in communication with the student and VCUarts Qatar's Student Employment Coordinator.

1. Verbal Warning:

Upon demonstration of unsatisfactory performance or attendance, the student should be told in private explicitly how job requirements are not being met. The supervisor should take steps toward improved communication or instruction enabling the student employee to achieve satisfactory performance.

2. Written Warning:

A period of at least two weeks must be granted after the Verbal Warning for the student employee to improve their performance or attendance at work. If the student's work performance continues to fall below required standards, the student should be informed in writing/ email of the unsatisfactory performance. Supervisor must copy the SEP Coordinator to their email to the student.

3. Termination:

A period of at least two weeks must be granted after the Written

Warning for the student employee to improve their performance at work. If, after at least one written warning, the student's performance has not improved, the student may be then terminated. A termination letter template is available upon request.

4. Immediate Termination:

- a. Any violation of the university's Code of Ethics or VCUarts Qatar SEP Confidentiality agreement;
- b. Missing 5 consecutive scheduled working days without notice or valid excuse;
- c. Poor academic performance such as a large drop of GPA or academic probation;
- d. Inappropriate use of university's resources such as (but is not limited to) using the Internet to visit adult-rated, explicit sites, or inappropriate use of email, telephones and IT equipment;
- e. Endangering employees and students: this includes (but is not limited to) violence, vandalism and knowingly endangering other employees by bringing dangerous items, such as weapons, to university. Attending school/work while intoxicated by drugs or alcohol or using drugs or alcohol on campus;
- f. Endangering the university. This includes-but is not limited to actions that jeopardize the university and its reputation. All forms of theft and crime are included; and
- g. Sexual, racial, physical, or verbal harassment of a colleague, student or employee.

The dean of students must be notified in case of immediate termination points a,d,e,f & g take place for further action.

5. Volunteer student termination:

Student employees are allowed to voluntarily end their employment. Students must give at least one week's notice to their supervisor.