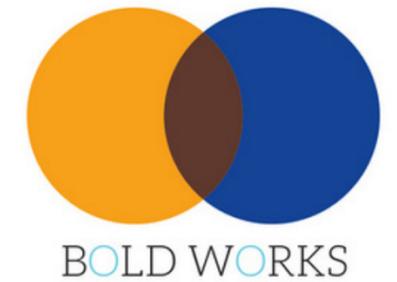


BOLD Works



Student Employee Package

CONTACTS

Rachel Bruijns – Financial Aid Officer, brfinaid@uwo.ca

**Selena Huband – Coordinator, Student Life & Learning,
shuband@uwo.ca**

PROGRAM SESSIONS

Fall/Winter – September to April

Summer – May to August





SUMMARY OF TOPICS

MAIN POINTS COVERED

Introduction

Hiring Procedures

Performance Expectations

Disclosure of Financial Information

Hours & Pay

Travel/Expenses

Student Employee Wellbeing



Introduction

This information package has been prepared for student employees who qualify and are successfully hired for a BOLD Works position.

The goal of BOLD Works is to provide enriching experiential learning opportunities for Brescia students that support you in becoming career-ready, as well as assist you in meeting your financial needs.

Through BOLD Works, you will develop professional skills in a safe and supportive workplace setting and gain valuable hands-on, practical experience, while contributing to Brescia's goals & priorities.

ASSESSMENTS

HANDS-ON EXPERIENCE + MEANINGFUL REFLECTION

During their work term, student employees are responsible for completing, at least, three (3) foundational assessments and are required to schedule three (3) brief learning check-ins with their supervisor about their progress. These exercises are meant to ensure that all involved have consistent, ongoing, productive discussions about expectations and feedback. This includes regular supervisor-student employee meetings and communications in-person, via video chat, or via telephone.

Levels of Participation

BOLD Works Career Ready Pathways

Task

Career Ready

Career Ready: ENHANCED

Thoughtfully complete core exercises + submit to OWL Dropbox



Complete **one quiz per semester**



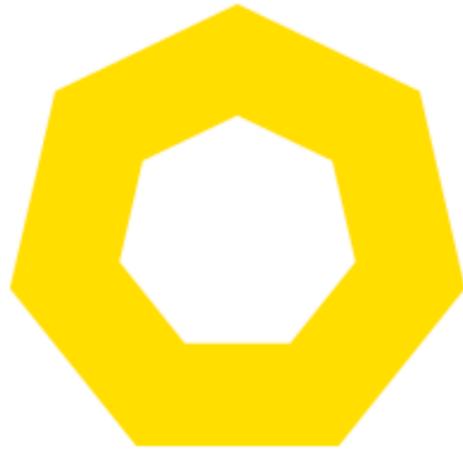
Complete your **Resume Before/After Package** after using the **Career Peers virtual drop-in service (Fall/Winter)**



Complete **One Engagement Task** for a module of your choice

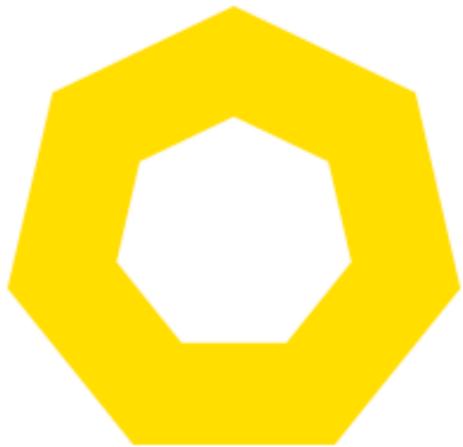


Hiring Procedures



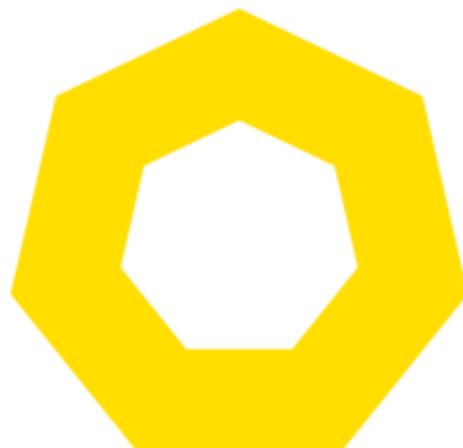
You will receive notice by e-mail if you meet all the requirements of the program. Only APPROVED students should complete the remaining steps.

SUBMIT



Approved BOLD Works students will have to apply for available positions and arrange an interview. If you do not obtain a position and/or submit a completed contract within the deadline you have been given, your application will be cancelled and withdrawn from the program.

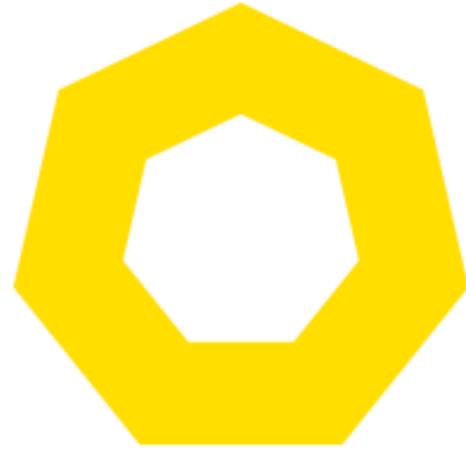
LOOK OVER POSTED POSITIONS



Contact the employer indicated in the job postings directly, by submitting your resume and cover letter to them. A student can be hired for only one position.

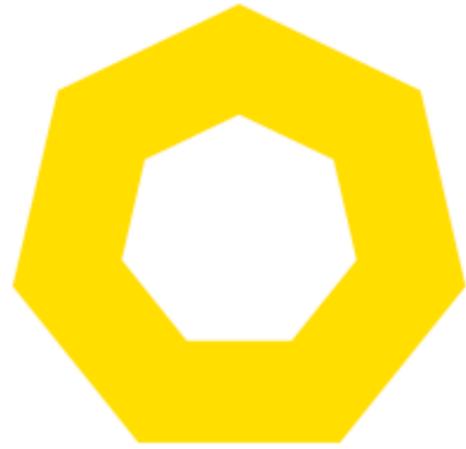
APPLY + INTERVIEW

Hiring Procedures



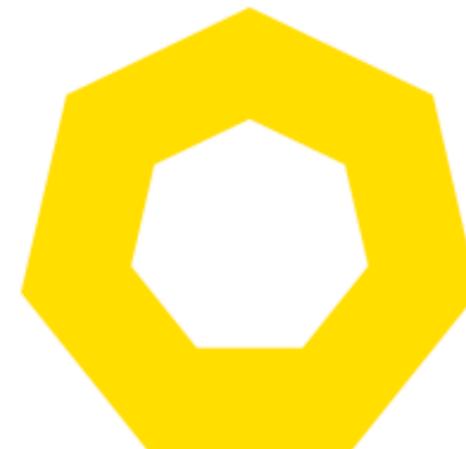
ARRANGE YOUR CONTRACT

If you are offered a position (congratulations!), you must present your supervisor with your contract and have them sign it, and submit additional payroll documentation.



ORIENTATION

For first-time BOLD Works participants or those interested in a refresher, an orientation session is held with Student Life and Financial Aid. You are paid for this one-hour session, so be sure to sign-in and submit the hour on your timesheet.



ONBOARDING

After you have completed the above steps you can start working your hours, until the program ends or you reach your maximum allotted hours.

Performance Expectations

HOURS (PART I)

You are expected to oversee your ongoing progress with regards to your allotted hours. If you are unable to fulfill the allotted amount for any reason (or are fulfilling hours at a faster pace than expected without exceeding your weekly maximum hours), please contact Financial Aid and Student Life, and maintain open communication with your supervisor.

As a BOLD Works student employee, you are expected to fulfill a pre-determined allotment of hours, which is communicated to you and your supervisor at the beginning of the work term.

HOURS (PART II)

Financial Aid sends regular updates, letting both parties know how many hours have been worked, how many remain, and how many hours should be worked per week to fulfill the allotted hours by the conclusion of the BOLD Works term.

When possible, remaining hours can be redistributed to other BOLD Works student employees, but consistent contact is needed to ensure all parties' needs are met.

Performance Expectations

TRAINING & ASSESSMENT

AS A STUDENT EMPLOYEE, YOU ARE EXPECTED TO:

Attend the mandatory Orientation Seminar if you are new to BOLD Works.
Attendees are paid for this one-hour session.

Complete the required online HR Health & Safety, WHMIS, & Accessibility Training.
All Brescia employees must complete this training and are paid for this time.

Review your Personal Learning Plan with your Supervisor to discuss the job description and expectations of the role & the workplace, then submit to Coordinator, Student Life & Learning.

Arrange a conversation with your Supervisor to go over your Mid-Point Check-In and submit to Coordinator, Student Life & Learning.

Ensure your assessments are submitted and complete. You now qualify for your Co-Curricular Record credit and/or Principal's Certificate.

Performance Expectations

JOB PERFORMANCE & GRIEVANCES

As an employee of Brescia University College, job performance is subject to the same expectations of any regular employee. As a BOLD Works student employee, you have the same rights and responsibilities. You are a vital member of the Brescia community, but must also fulfill the same standards and, as such, can be terminated if performance is deemed unsatisfactory.

Ongoing open communication with your Supervisor is vital to ensure that you are meeting performance expectations. Your assessments provide a template to check-in on your progress, but if you would like help facilitating a performance-focused conversation with your supervisor, contact Student Life. We're here to support you throughout the BOLD Works process!

In cases of severe problems (for instance, an interpersonal issue with your supervisor), consult with the Coordinator, Student Life and Learning. Student Life is here to help support/mediate courageous yet professional conversations between student employees and supervisors.

EXITING A ROLE

If, for whatever reason, you are no longer able to fulfill your role, please contact the Coordinator, Student Life and Learning and the Financial Aid Officer, immediately. If the departure is sudden, your supervisor will need to be notified. However, if you have felt dissatisfied with an element or elements of your role, a conversation with your supervisor is the professional and necessary option. If you are not comfortable facilitating this interaction, the Coordinator, Student Life and Learning can assist you with this. Courageous conversations are a valuable exercise in personal and professional development. We're here to help!

In cases of severe problems, consult with the Financial Aid Officer and the Coordinator, Student Life and Learning.

Disclosure of Financial Information

You are not restricted from outside employment opportunities. However, you must ensure full financial disclosure is claimed on both your OSAP application AND your BOLD Works application.

The earnings received from BOLD Works are considered to be income during the school year. It is your responsibility to report any income to OSAP.

Hours & Pay

RATE OF PAY

\$15/hour + vacation pay by direct deposit, with T4 slips issued annually at the end of February.

SCHEDULING

Unless authorized by the Financial Aid Officer, you are not to work statutory holidays or during any shutdown.

FALL/WINTER

Student employees cannot work more than 15 hours/week to a maximum of your individual approved hours.

SUMMER

Student employees cannot work more than 35 hours/week to a maximum of your individual approved hours.

Travel/Expenses

If you are required to travel as a part of your responsibilities to an off-site job location, the time spent commuting to and from the location should not be included. Only the work time done at the location should be submitted.

Expenses for mileage/gas, supplies, etc. are not covered under the BOLD Works program. Allowances for these costs incurred should be accounted for under the departmental budget of your supervisor. They should be discussed and arranged with you in advance.

Student Employee Wellbeing

Supporting student success and holistic well-being is at the heart of all that happens within the Brescia community. Working remotely can be a challenge, especially during a time of social distancing. Student Life continues to virtually serve and support all of you with your needs, as you balance academics, emotional well-being and professional development.

Visit [Student Life](#) to learn more and access resources, tip sheets, and strategies to manage our current unprecedented times. In addition, the BOLD Works OWL site has been specially designed for this summer work period with modules focused on routines, motivation, and communication strategies for remote work. Make use of this resource and share your experiences with our BOLD Works cohort in the General Discussion Forum!

As a Brescia student, you can connect with us over video, email, phone, or [social media](#). Our focus is you and we're here to help!

QUESTIONS? CONTACT:

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Learning, shuband@uwo.ca.