



Inspiring Innovation and Leadership

KARATINA UNIVERSITY

WORK STUDY POLICY

AUGUST, 2015

Approved by Council on 28th August 2015

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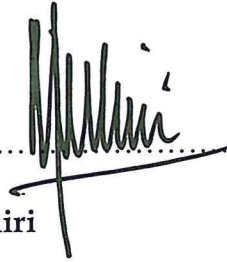
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SIGNATURE PAGE

This Work Study Policy was approved by Karatina University Council on 28th August 2015.

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Prof. Mucai Muchiri
Vice Chancellor

Approved by Council on 28th August 2015

VISION

To be a University of global excellence, meeting the dynamic needs and development of society.

MISSION

To conserve, create and disseminate knowledge through training, research, innovation and community outreach.

CORE VALUES

Equity
Teamwork
Meritocracy
Academic Freedom
Accountability
Excellence
Probity

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1.0 INTRODUCTION

1.1. Background Information

In pursuance of Government Policy to provide Quality Education to Kenyan citizens and International students studying in the country, Karatina University has positioned itself to meet that challenge. However, with increased number of public universities, it is becoming challenging to the government to provide adequate funding to meet various requirements of the universities. In addition, the government through the Higher Education Loans Board (HELB) normally provide financial support to individual students. However, due to the increasing numbers of students, the fund is over-stretched. Karatina University recognizes that students are its core business and their wellbeing-physically, mentally, emotionally, and otherwise is therefore a principal concern. It further recognizes that the students can play a major role in the growth and development of the institution if given the chance to do so. This will create a sense of belonging that will help in creating a corporate identity that all stake holders will be proud to be associated with. Students face many challenges in their bid to achieve their educational goals and the institution has a duty to help the students deal with these challenges in any way possible. One of the ways of achieving this is a well thought out, well managed and fair to all work study program.

1.2. Justification

Financial independence is the major challenge for students. They require a good level of financial resources both for their educational and subsistence needs to be optimally productive. Unfortunately, a number of students are struggling due to inability of their guardians/sponsors to provide sufficient financial support. Equally, there are some students from less fortunate background and are not able to meet their basic needs. This

could lead to poor performance and other inappropriate behaviors even among the very bright students. These may further drive them to engage in illegal activities both in campus and outside. Therefore, Karatina University Work Study Program (WSP) has been established and designed primarily to provide opportunities for students to work in order to meet their educational and subsistence costs while at the University. Work study programme is undertaken by students during their free time.

2.0: POLICY FRAMEWORK

This covers policy objectives, scope and expected outcomes.

2.1 Objectives of the Karatina University Work Study Program

The objectives of Karatina University Work Study Policy are to:

- i) Provide needy students with an opportunity to earn money for their support.
- ii) Provide an opportunity for students to practice skills/talents& inculcate work ethics among them.
- iii) Help to bridge the labor gap that the University may experience from time to time. Help to retain the disadvantaged students, who would otherwise drop out due to financial related challenges.
- iv) Prepare students for the labour market.

2.2. Scope of the Policy

The policy will apply to all students and will provide direction towards the implementation of the WSP.

2.3. Expected Outcomes

The work study programme will financially empower disadvantaged students to address their financial challenges and help the University to bridge the labour gap.

Specifically, the outcomes listed below will be realized:

- i) Financial support to needy students.
- ii) Retention of students from less fortunate backgrounds.
- iii) Development of positive attitude towards work
- iv) Inculcate work ethics.

3.0 POLICY AREAS

The following will be the criterion upon which qualification for WSP will be based:

3.1 Eligibility

For one to qualify he/she must be a bonafide student of Karatina University and is financially needy

Objective: To ensure that the recruitment criteria is free, fair and transparent.

3.1.1. Financial Need

As a financial assistance program, the first criterion is the applicant's level of need. Students who are deemed to be needy in regard to meeting their financial obligations are therefore the target of the program. This will be assessed through the information provided in the application form as well as information at the finance office.

Policy Statement: Students shall be expected to provide relevant and accurate information on their background.

3.1.2. Duly registered

A Full-time student who is duly registered during the semester in which work study is applied is eligible. In addition, students enrolled in any other mode of study such as distance learning, part- time students, pre-university, or any other course that takes less than two complete semesters are not eligible.

Policy Statement: The University shall only consider full time students for the work study program.

3.1.3. Academic Performance

Work must not interfere with the students' primary responsibility to satisfactorily fulfill the requirements of their academic programs and to graduate on time and with good grades. Academic performance is therefore a major consideration. This is not based on entry grades and therefore implies that students only become eligible after they have received at least one result of university examinations.

Policy Statement: The University shall only consider students with a minimum aggregate of 50% of university examination.

3.1.4. Character

No student with past, pending criminal or disciplinary cases may be considered for Work Study Program. Departmental supervisors will also set the behavior standards for work study assignees including acceptable dress code.

Policy Statement: The University shall put mechanisms in place to ensure that only students of good conduct are considered for the program.

3.1.5 Application

A student must apply to be considered. Such an application will be done on the officially approved application form, mode and within the time frame as it shall be communicated to the students by the Dean of Students Office. Application shall be done on semester basis and any assignments expire at the end of the semester.

Policy Statement: The Office of the Dean of students shall put application mechanisms in place.

3.1.6 Availability of Suitable Work

Students will be expected to provide labor like any other employees of the institution and will be assigned where there is a high demand for labor. Students will only be deployed in “safe” areas where their presence may not jeopardize university functions in any way. Suitability will also be assessed in regard to one’s capabilities.

Policy Statement

Students shall be posted to areas of the University with high demand for labor, for areas where their presence may not jeopardize University functions.

3.2. Work Hours

Work hours should be scheduled at a mutually agreeable time between student and supervisor. Work cannot be scheduled during scheduled class periods or any other scheduled academic activity. Work done during a regularly scheduled class period because a class was cancelled, must be noted on the time sheet. Under no circumstances can WSP wages be earned for hours worked while fulfilling course requirements such as practicum or internship. Work hours shall be recorded on the WSP work sheets and validated by the department supervisor on a daily basis.

Objective: To ensure that any student undertaking WSP works for acceptable and manageable working hours.

Policy Statement

The University shall allow Students to work for manageable number of hours but not exceeding a maximum of 15 hours per week.

3.3. Payment

Payment shall be made by the end of every month, on the basis of fully filled and duly validated work sheets. Worksheets are to be presented for payment every end month. Where students have fee balances, 75% of the earnings shall be credited to the student's account as fees. The remaining 25% will be paid to the student for subsistence purposes. Where there are no fee balances, 50% will be credited to the students account and 50% paid directly to the students. However, each students' need will be considered individually.

Objective: To ensure timeliness on the student's wages payment

Policy Statement

The University shall pay Students at the prevailing markets rates of casual workers rate of Kshs. 42 per hour.

4.0 CONSTITUTION AND FUNCTION OF WORK STUDY COMMITTEE

4.1 Work Study Committee (WSC)

To effectively implement WSP, there shall be a work study committee ordinarily chaired by the Dean of Students or his/her designate or any other officer appointed by the University.

The committee shall be answerable to the Deputy Vice Chancellor Academic Affairs. The committee shall include officers from the following departments

- i) Dean of Students as Chair.
- ii) Office of Registrar Academic
- iii) Office of Human Resource
- iv) Office of Students Finance
- v) Vice chairman of Karatina University Students' Association (KUSA)
- vi) Any other appointees of the university

4.2 Functions of the Work Study Committee

The committee shall also receive requests for student workers from different departments and allocate them work study assignments. They shall deliberate on any complaints either from the students or their supervisors and issue directions on all matters including taking action on individuals where necessary. The office of the Dean of Students shall be the secretariat for the committee.

5.0 SUPERVISION, TERMS & CONDITIONS OF THE WORKSTUDY PROGRAM

5.1 Supervision of WSP

Supervisors are responsible to assign duties to the students and ensure the duties are completed satisfactorily and in a timely manner. Such officers will be expected to supervise as well as provide guidance to the students during the course of their work. They will sign the worksheets on a daily basis for the correct number of hours worked. They will further prepare and sign the dockets for payment at the end of the month. The Supervisors will report to the chair of the WSC any disciplinary issue concerning the assigned students.

Objective To ensure effective supervision and guidance of WSP students

Policy Statement

The students shall be primarily supervised by the University heads of the departments.

5.2 Terms and Conditions of WSP

Policy Statement

The University's WSC shall have the right to withdraw the assignment if, and when it deems necessary without notice.

A student shall be permitted to take up an assignment under the following conditions:

- i) Satisfies all the necessary criteria and has proved that the work applied for shall not affect his/her academic work.
- ii) Shall allow the university to credit income into his/her fees account as appropriate.
- iii) Agrees not to hold the university accountable for any negative outcome arising from the students' participation in the assignment including injury, except that which is covered under the applicable student's medical scheme.
- iv) Agrees that the opportunity for Work Study shall remain valid as long as proven students financial need still exists.
- v) Is willing to comply with all other requirements of the program as outlined in the various sections of this document.

It is important to note that work-study assignments are **NOT** employment and are given on semester basis. All assignments therefore lapse at the end of the particular semester.

6.0 TERMINATION OF THE WORK STUDY PROGRAM

6.1. Termination by the University

Participation in the Work Study Program is a privilege, not a right. It may be terminated by the University for reasons including but not limited to:

- i) Poor performance of work given
- ii) Absenteeism from work during agreed hours without proper explanation
- iii) Noncompliance with the University Students Rules and Regulation
- iv) Poor performance in a student's academic work during the programme.

6.2. Termination by the Student

- i) A student who does not report to his/her assignment within 7 working days will be considered to have absconded. Furthermore, a student who absents

him/herself from work for 3 working days without prior permission from the supervisor will also be considered to have absconded.

- ii) A student who wishes to terminate his/her work study assignment should give a notice in writing to the supervisor at least 14 working days prior to the day of termination. Failure to do will be considered that the student has absconded.
- iii) A student who for any reason does not wish to take up the work study assignment must inform the chair of the WSC at least 3 working days before the expected start of the assignment. Failure to do will be considered that the student has absconded.

7.0 IMPLEMENTATION PROCEDURE AND STRUCTURE

The following procedure shall apply in course of implementation.

7.1. Implementation Procedure

Departments shall identify work opportunities from time to time and such opportunities shall be forwarded to the chair of the WSP Committee. The Committee shall assess and select suitable jobs and advertise the same the notice boards and any other media accessible to the students. All applications must be received by the end of the advert period. Successful applicants must be deployed by the end of the following week. Interested students will fill in application forms and return them as per instructions (either on the forms or on the advertisement) The Committee will interview the students and in liaison with the requesting departments shall process and post results on the university notice boards or any other media accessible to the students. Students will be expected to report immediately to their work stations. Anyone who will not have reported within 7 days will be deemed to have forfeited the opportunity and it will be assigned to someone else.

In all cases, Regional, gender equity and fairness shall be considered and emphasized.

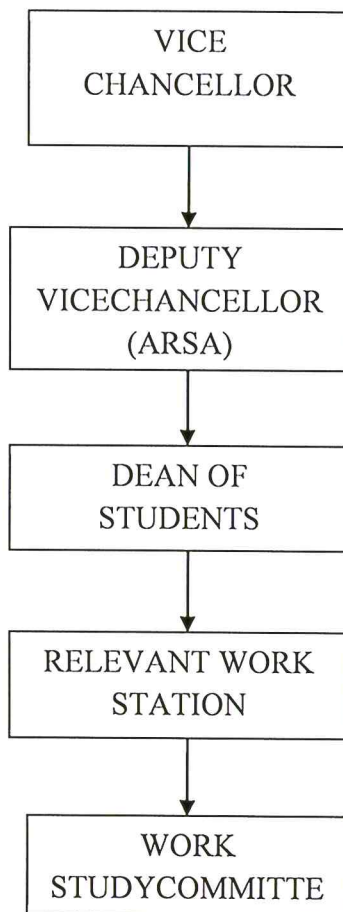
Objective To ensure effective implementation of WSP

Policy Statement

The University departments in need of student's labour shall be expected to forward their request to the chair of WSP Committee at the beginning of every semester.

7.2. Implementation Structure

The policy shall be implemented by the following university structures:



8.0. MONITORING, EVALUATION AND REVIEW

Effective and efficient implementation of the WSP Policy must integrate monitoring and evaluation. Monitoring entails the collection, analysis and use of the data and information on the work study process in order to determine the progress and efficiency of implementation process. In addition, periodic evaluation will provide information aimed at improving the programme.

An impact assessment will be carried out from time to time with a view of identifying the success of the programme as well as new challenges for the purpose of improving the coordination and implementation measures. Additionally, monitoring and evaluation outcome will be used to improve the implementation of the policy.

This work study policy will be reviewed as need arises and in consultation with relevant stakeholders in order to remain relevant for effective functioning.

