

Lakehead University Work Study Program (Fall/Winter) Cost to Employ a Student

The Lakehead University Work Study Program (LUWSP) for the fall/winter terms provides part-time employment opportunities to eligible undergraduate students during the academic year.

Please find below the maximum subsidy per term (includes wages and the related employer costs, applied against their hourly rate as 100% of the current minimum wage) and the work term dates. Employer budget codes will be charged the total payroll costs and the subsidy will be reimbursed after reconciliation of the period in late April/May.

Important Changes:

- Request to Hire (RTH) must be completed before requesting a position.
- Students can work a maximum of 40 hours between August 26 – September 30 (no exceptions).
- If the student works less than the hours listed below, the subsidy will be prorated.
- **IMPORTANT!** If you are interested in offering a student more than minimum wage and/or additional hours over the maximum hours listed below, it is at the employer's expense and advanced approval by the department's respective Vice-President must be received prior to requesting a LUWSP position.

Note: If your budget code is non-operational (Fund 50 research funds) you do not require an RTH or Vice President approval for additional hours (over max that subsidy covers) prior to requesting a position.

Hourly Wage as of Aug 26 th	14.514% Benefits (incl 4% Vac Pay)	Total Cost/Hour	LUWSP Subsidy (100% of Total Cost/hr)	Cost to Department
\$15.50/hr	\$2.25/hr	\$17.75/hr	\$17.75/hr	\$0
Hourly Wage as of Oct 1 st	14.514% Benefits (incl 4% Vac Pay)	Total Cost/Hour	LUWSP Subsidy (100% of Total Cost/hr)	Cost to Department
\$16.55/hr	\$2.40/hr	\$18.95/hr	\$18.95/hr	\$0

2023/24	Fall Term Only			Winter Term Only	Fall & Winter Term
Term Dates	Aug 26- Sept 30	Oct 1 - Dec 22	Aug 26- Dec 22	Jan 2 - Mar 8	Aug 26 - Mar 8
# of hours per week @ min wage for subsidy	8	8	8	8	8
Maximum # of hours for full subsidy based on min wage	5 weeks, 40 hours	12 weeks, 96 hours	17 weeks, 136 hours	10 weeks, 80 hours	27 weeks, 216 hours
Additional Hours Allowed	No	Yes	N/A	Yes	Yes
Full Subsidy covered for period listed above	\$710.00	\$1,819.20	\$2,529.20	\$1,516.00	\$4,045.20

When completing the staff information form, enter the minimum wage into the rate of pay field and check the box for 4% vacation pay. Note the LUWSP Job ID number in the remarks field.

Please contact Cheryl Ellis at cellis@lakeheadu.ca if you have any questions.