



Lakehead University Work Study Program Essential Service- Form for On Campus Work

The Lakehead University Work Study Program follows the same guidelines and protocols set forth by the University for the approval of essential workers permitted to work on campus during the pandemic.

Whenever possible, it is recommended that Work Study positions work remotely. However, if your position is deemed an essential service and requires your student worker to work on campus, please complete this document, including required signature for approvals, and upload with your job posting request on the MySuccess portal.

Declaration & Signatures:

I will be applying for a Work Study position that is deemed an essential service and approved by the respective Vice-President for my area to work on campus. As the supervisor, I am responsible for ensuring that our student(s) complete the required COVID-19 training before starting work and that all Human Resources policies and safety protocols will be followed.

Work Study Term: _____

Signature of Job Supervisor

Date

*Signature of Dean/Vice-Provost/Associate Vice-President

Date

**Note: The signing Dean/Vice-Provost/Associate Vice-President is required to seek the necessary approval from their respective Vice-President for the Work Study position to work from campus.*