



**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 my immediate supervisor 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, Director, Chair or
Immediate Supervisor

Date

**Note: It is the expectation that all positions submitted will have the correct approvals that may extend beyond the supervisor and their immediate supervisor.*