

## 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 75% 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) - submitted or approved before requesting a position.
- Students can work a maximum of 40 hours between August 25 – September 30 (no exceptions).
- If the student is paid the October minimum wage of \$17.20/hr for the entire period, the suggested number of hours is 214 for subsidy.
- 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 <sup>th</sup>	14.59% Benefits (incl 4% Vac Pay)	Total Cost/Hour	LUWSP Subsidy (75% of Total Cost/hr)	Cost to Department
\$16.55/hr	\$2.42/hr	\$18.97/hr	\$14.23/hr	\$4.74/hr
Hourly Wage as of Oct 1 <sup>st</sup>	14.59% Benefits (incl 4% Vac Pay)	Total Cost/Hour	LUWSP Subsidy (75% of Total Cost/hr)	Cost to Department
\$17.20/hr	\$2.51/hr	\$19.71/hr	\$14.78/hr	\$4.93/hr

2024/25			Fall Term Only	Winter Term Only	Fall & Winter Term
Term Dates	Aug 25 - Sept 30	Oct 1 - Dec 22	Aug 25 – Dec 22	Jan 2 - Mar 8	Aug 25 – Mar 8
# of hours per week @ min wage	8	8		8	8
Maximum # of hours @ 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	Yes	Yes	Yes
Cost	\$758.59	\$1,892.16	\$2,650.75	\$1,576.80	\$4,227.45
Subsidy- 75%	--	--	\$1,988.06	\$1,182.40	\$3,170.59
Employer Cost- 25%	--	--	\$662.69	\$394.40	\$1,056.86

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](mailto:cellis@lakeheadu.ca) if you have any questions.