SAINT LOUIS UNIVERSITY

Baguio City, Philippines

Metric 8.2
Employment practice



8 DECENT WORK AND ECONOMIC GROWTH

Times Higher Education
Sustainability
Impact Ratings

AY 2025-2026

SAINT LOUIS UNIVERSITY

Baguio City, Philippines

Indicator 8.2.4 Employment policy modern slavery



8 DECENT WORK AND ECONOMIC GROWTH

Times Higher Education Sustainability Impact Ratings

AY 2025-2026

SLU protects its working scholars from work that is not theirs to do

EMPLOYMENT POLICY AGAINST MODERN SLAVERY AND CHILD LABOUR

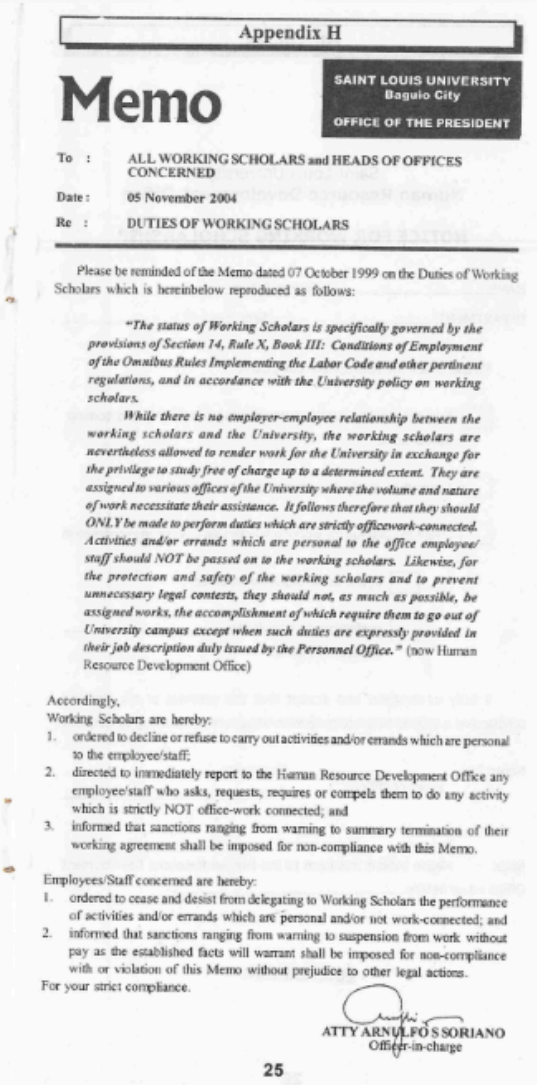
Saint Louis University (SLU) relies on working scholars, students who work part-time in University offices, and it has set clear rules to protect them while they do so. A memorandum dated 07 October 1999 on the Duties of Working Scholars spells out what they may be asked to do, and what they may refuse.

Working scholars are ordered to decline any activity or errand that is personal to an employee or staff member. The memo draws a firm line: their work is office work, and nothing else. A working scholar is not obliged to run personal errands for the person they assist.

The memo also gives them a way to speak up. If an employee or staff member asks, requests, requires, or compels a working scholar to do something that is strictly not connected to office work, the working scholar is directed to report it immediately to the Human Resource Development Office. The matter goes to the office responsible for the University's workforce, not to the person making the request.

Finally, the memo addresses safety. For the protection and safety of working scholars, and to prevent unnecessary legal concerns, they should not, as much as possible, be given work that requires them to leave the University campus. The exception is when such duties are expressly provided in a job description duly issued by the Human Resource Department.

Through this memo, SLU shows that student workers are protected from misuse of their time, have a clear channel for raising concerns, and are kept within safe, defined duties.



Appendix H

Memo

SAINT LOUIS UNIVERSITY
Baguio City
OFFICE OF THE PRESIDENT

To : ALL WORKING SCHOLARS and HEADS OF OFFICES CONCERNED

Date : 05 November 2004

Re : DUTIES OF WORKING SCHOLARS

Please be reminded of the Memo dated 07 October 1999 on the Duties of Working Scholars which is hereinbelow reproduced as follows:

"The status of Working Scholars is specifically governed by the provisions of Section 14, Rule X, Book III: Conditions of Employment of the Omnibus Rules Implementing the Labor Code and other pertinent regulations, and in accordance with the University policy on working scholars.

While there is no employer-employee relationship between the working scholars and the University, the working scholars are nevertheless allowed to render work for the University in exchange for the privilege to study free of charge up to a determined extent. They are assigned to various offices of the University where the volume and nature of work necessitate their assistance. It follows therefore that they should ONLY be made to perform duties which are strictly officework-connected. Activities and/or errands which are personal to the office employee/ staff should NOT be passed on to the working scholars. Likewise, for the protection and safety of the working scholars and to prevent unnecessary legal contests, they should not, as much as possible, be assigned works, the accomplishment of which require them to go out of University campus except when such duties are expressly provided in their job description duly issued by the Personnel Office." (now Human Resource Development Office)

Accordingly,
Working Scholars are hereby:

1. ordered to decline or refuse to carry out activities and/or errands which are personal to the employee/staff;
2. directed to immediately report to the Human Resource Development Office any employee/staff who asks, requests, requires or compels them to do any activity which is strictly NOT office-work connected; and
3. informed that sanctions ranging from warning to summary termination of their working agreement shall be imposed for non-compliance with this Memo.

Employees/Staff concerned are hereby:

1. ordered to cease and desist from delegating to Working Scholars the performance of activities and/or errands which are personal and/or not work-connected; and
2. informed that sanctions ranging from warning to suspension from work without pay as the established facts will warrant shall be imposed for non-compliance with or violation of this Memo without prejudice to other legal actions.

For your strict compliance.

ATTY ARNULFO S SORIANO
Officer-in-charge

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Section 11.16.

(a) Employees who render overtime work beyond 8 o'clock in the evening (8 p.m.) shall, on top of their overtime pay, be granted free meals from the University Residence Halls and a reimbursement of their taxi fare in going home; provided that the overtime work has been duly requisitioned by their Head and approved by the University. This provision does not apply to the Hospital employees.

(b) Hospital and other affected employees who shall be required to render "untimely" (unscheduled) overtime work beyond 8 o'clock in the evening (8 p.m.), shall, on top of their overtime pay, be provided free meals from the University Residence Halls or from the Hospital Dietary Department and a reimbursement of the actual taxi fare in going home. Unscheduled overtime work refers to an overtime work that shall be rendered by an employee who receives such notice less than eight (8) hours from commencement thereof.



The SLU SDG Report 2026