

## **THE COLLEGE OF NEW JERSEY COMMUNITY FEDERAL WORK-STUDY AGREEMENT**

This agreement is entered into between The College of New Jersey, as represented by The Career Center, a member of the Student Services Division, hereinafter know as the "Institution", and the community based organization or public agency, hereinafter know as the "Organization", whose name appears on the last page of this agreement, for the purpose of providing work to students eligible to participate in the Federal Work-Study Program.

- I. Schedules to be attached to this agreement, bearing the signature of an authorized official of the Institution and of the Organization, will set forth brief descriptions of the work to be performed by students under this agreement, the total number of students to be employed, the hourly rates of pay, and the average number of hours per week the student will be utilized. These schedules will also state the total length of time the project is expected to run, the total percent of student compensation that the Organization will pay to the Institution and the total percent of the cost employee's payroll contribution to be borne by the Organization.

Students will be made available to the Organization by the Institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution on its own initiative or at the request of the Organization. The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status or veteran status, and that it will comply with the Civil Rights Act of 1964 (Pub. L. 88-352; 78 State. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education, which implement those Acts.

- A. In accordance with Federal Work-Study Program Regulations, the Organization's description or the work described in the attached schedules meets the following requirements:
- 1) The work to be performed by students under this agreement is work in the public interest.
  - 2) Work to be performed by students under this agreement will not result in the displacement of employed workers, impair existing contracts for services, or will not fill positions that are vacant because the employer's regular employees are on strike.
  - 3) Work to be performed by students under this agreement will be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region, and proficiency of the employee, and any applicable Federal, State or local legislation.
  - 4) Work to be performed under this agreement will not involve political activity associated with a candidate or with a contending faction or group in an election for public or party office, and will not involve lobbying on the Federal level.
  - 5) Work to be performed under this agreement will not involve construction, operation, or maintenance of so much of any facility used, or to be used, for sectarian instruction or as a place for religious worship.
- B. In accordance with the regulations governing the Federal Work-Study Program, no student employed under this agreement will work more than fifteen hours per week while classes or exams are scheduled, or more than forty hours per week when classes or exams are not scheduled.

- II. The Organization shall be deemed the employer for purposes of this agreement. It has the right to control and direct the services of the student, not only as to the result to be accomplished, but also as to the means by which the result is accomplished. The Institution shall determine that the students meet the eligibility requirements for employment under the Federal Work-Study Program, assign students to work for the Organization, determine that the students do perform their work in fact, and disburse the appropriate amounts to them.

- III. Transportation for students, to and from their work assignments, will not be provided by either the Institution or the Organization.

- IV. Compensation of students for work performed on a project under this agreement will be disbursed by the Institution on a biweekly basis, and all payments due as an employer's contribution under State or Federal Social Security laws, or under other applicable law, will be made by the Institution.

- A. Seventy five percent (75%) of the compensation to the student for work performed on a project under this agreement will be paid by the Institution. Twenty five percent (25%) of the compensation to the student, for work performed on a project under this agreement, will be paid by the Organization. The Organization will be billed by the Institution, monthly.

If the organization employs students after they have accumulated earnings that meet their Federal Work Study Awards, as provided to the organization by the institution at the time employment commences, the organization agrees to assume 100% of the compensation due to the student.

If the institution is employing students to work as tutors in either math (elementary through 9<sup>th</sup> grades) or reading,(preschool through elementary grades), Federal Funding for these programs will enable The College of New Jersey to provide 100% of the students' wages.

- B. In addition to the payment specified in paragraph IV-A above, the Organization will pay, by way of monthly reimbursement to the Institution, an amount equal to any and all payments required to be made by the Institution under Federal or State Social Security laws, or under any other applicable laws, on account of students participating in projects under this agreement.
  - C. The Organization shall be responsible for insuring that the student worker's have worker's compensation coverage while performing his or her work assignments.
  - D. The student's gross wages are limited to the amount specified on the employment authorization.
- V. The Organization will be responsible for the direct supervision of work performed and will maintain and make available to the Institution the names and qualifications of Organization supervisors. The Organization will also furnish to the Institution for each payroll period the following records for review and retention.
- A. Time sheets will be provided to the job supervisor at the Organization. These sheets must be completed for each student indicating the total hours worked each week in clock time sequence and contain the supervisor's certification as to the accuracy of the hours reported.
- VI. Organization covenants and agrees to fully protect, indemnify and save harmless the Institution and its successors and assigns of and from any and all manner of liability suits, actions, claims, demands, damages or expenses arising from or growing out of the employment of students under this agreement, including without limiting the generality of the foregoing losses for damages to property or injury to persons.
- VII. The terms of this contract are subject to change in accordance with any changes in applicable Federal-Work Study regulations.

IN WITNESS WHEREOF, the parties have set their hands by their officers only authorized by date and year.

ORGANIZATION

THE COLLEGE OF NEW JERSEY

By:

By:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Vilja T. Casey  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Student Employment/Recruitment Coordinator  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**THE COLLEGE OF NEW JERSEY**  
**COMMUNITY FEDERAL**  
**WORK-STUDY PROGRAM**  
**SCHEDULE A**

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address (street, city, state, zip code)

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

1. Is your agency:       (Circle One)   Private Nonprofit   Public

2. Agency Mission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Has your agency hired Community Service job students in the past: (Circle One)       Yes       No

If yes,

- a. Dates (months, years) \_\_\_\_\_
- b. Number of Students \_\_\_\_\_
- c. Average length of employment \_\_\_\_\_
- d. College(s) students attended \_\_\_\_\_
- e. Average salary \$ \_\_\_\_\_

4. Are you interested in participating in The College of New Jersey Community Service Program for \_\_\_\_\_  
academic year?       Yes \_\_\_\_\_       No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How many student positions may be available with your agency, starting Fall 20\_\_? \_\_\_\_\_

6. Please describe the job(s) currently available or those you want to create specifically for this program:

a. Job Title \_\_\_\_\_ Job Begins/Ends \_\_\_\_\_ May 6, 20\_\_  
Work Schedule (Days) \_\_\_\_\_ (Hours) \_\_\_\_\_  
Total hours per week \_\_\_\_\_ Salary \_\_\_\_\_

b. Desired qualifications and experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Description of position(s) to be filled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Individual responsible for interviewing and hiring students:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

8. Individual responsible for payment of bill (if different from above):

\_\_\_\_\_  
Name Title

9. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ORGANIZATION

BY: \_\_\_\_\_  
Name Title Date

THE COLLEGE OF NEW JERSEY

BY: \_\_\_ Vilja T. Casey \_\_\_\_\_ \_Student Employment/Recruitment Coord\_. \_\_\_\_\_  
Name Title Date

Community Federal Work-Study Program  
The Career Center  
The College of New Jersey  
P.O. Box 7718 Ewing, NJ 08628-0718

**THE COLLEGE OF NEW JERSEY  
COMMUNITY FEDERAL WORK-STUDY PROGRAM**

**SCHEDULE B**

Repayment schedule for matching share of compensation and employer's share of Social Security payments expended by The College of New Jersey for students employed under the terms of a contract between The College of New Jersey and:

\_\_\_\_\_  
(Agency Name)

I. \_\_\_\_\_ agrees to reimburse The  
(Agency Name)  
College of New Jersey at the rate of 25% of the total earned compensation paid to students working under the terms of this contract upon receipt of a bill to be rendered monthly for such amount, as specified in item IV of the contract cited above.

(If you are employing students to work as tutors in either math (elementary through 9<sup>th</sup> grades) or reading, (preschool through elementary grades), Federal Funding for this program enables The College of New Jersey to provide **100%** of the students wages.)

II. \_\_\_\_\_ agrees to reimburse The  
(Agency Name)  
College of New Jersey 100% of the total earned compensation paid to students working under the terms of this contract who have exceeded their individual Federal Work Study Award amount.

III. Reimbursement paid by \_\_\_\_\_ to The College  
(Agency Name)  
of New Jersey in fulfillment of the obligation cited above shall be made in legal currency of the United States of America or bank draft or check valid for payment of the full amount of reimbursement in legal currency of the United State of America. Bank draft or check shall be made payable to The College of New Jersey and presented to the Office of the Treasurer or The College of New Jersey.

ORGANIZATION

THE COLLEGE OF NEW JERSEY

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_Vilja T. Casey\_\_\_\_\_

Printed Name

\_\_\_\_\_  
Title

\_\_\_Student Employment/Recruitment Coordinator\_\_\_

Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THE COLLEGE OF NEW JERSEY  
COMMUNITY FEDERAL WORK-STUDY PROGRAM**

## SIGNATURE AUTHORIZATION

Please be advised that the below stated person has been authorized to sign time sheets as a Supervisor of Community Federal Work-Study Program student employees who are working for this agency. We further recognize that this signature, as indicated below, must appear on any time sheets submitted to The College of New Jersey for payroll processing.

Name of Supervisory Personnel: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

**NOTE: IF SUPERVISORY PERSON CHANGES, A NEW SIGNATURE FORM IS REQUIRED. Please inform Student Employment Coordinator, The Career Center, of any changes in supervision. Thank you.**