



## Federal Work Study Community Service Learning Agreement 2020-2021

This agreement, effective this \_\_\_\_\_ day of \_\_\_\_\_, is entered into between Millersville University of Pennsylvania, hereinafter known as the "Institution," and \_\_\_\_\_, hereinafter known as the "Organization/ Employer."

### TERMS OF EMPLOYMENT

There will be approximately \_\_\_\_\_ (Number of Students) employed by this organization, and they will be paid minimum wage.

The institution using FWS dollars will fund 100% of the student's pay. The Organization is NOT responsible for paying any portion of the student's compensation. Each student will work approximately \_\_\_\_\_ (# hours per week) or until the student(s) exhaust his/her work study funds, at which point any hours worked will be on a volunteer basis.

**SECTION 1:** Students will be hired at the Organization's discretion. Once hired, the supervisor will assign work responsibilities. It is understood that all assigned work will be completed at the Organization/ Employer or its designated site. There will be no "homework" assigned to be completed outside the student's scheduled hours. Students may be removed from a particular assignment or from the organization by the institution, either 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, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 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.

**SECTION 2:** The student(s) are responsible for transportation to and from the Organization at their own expense. The student (s) may be paid for up to one hour of transportation (roundtrip) per day. There is a specific column on the student time sheet to note these hours.

**SECTION 3:** The Organization is considered the Employer for the purposes of this agreement. It has the right to control and direct the services of the student (s), not only as to the result to be accomplished, but also as to the means by which the results to be accomplished. The Institution is limited to determining whether or not the student (s) meet the eligibility requirements for employment under the FWS program, to assigning student (s) to work for the Organization, and to determining that the student (s) do perform their work in fact.

**SECTION 4:** The Employer will be responsible for the supervision of work performed by students participating in any project under this Agreement. To insure compliance with Program requirements, the Employer will permit the Institution, from time to time as it may request, to inspect the premises in which any student is working under this Agreement, and it will review with the Institution the working conditions and job requirements of all such students.

**SECTION 5:** Work to be performed under this Agreement will not result in the displacement of employed workers or impair existing contracts for services; will be governed by such conditions, including compensation, as will be appropriate and reasonable in the light of such factors as the type of work performed, geographical region and proficiency of the employee; and must not involve the construction, operation or maintenance of any facility used, or to be used, for sectarian instruction or as a place of religious worship. Further, no project may involve political activity or work for any political party. Further still, no project may involve activity prohibited by the program

**SECTION 6:** Type of work to be performed shall be specified in the "job description" form provided by the hiring Organization/Employer, copies of which shall become part of this Agreement.

**SECTION 7:** The Institution will disburse compensation to the student (s) for the work performed for the Organization under this agreement after all of the following requirements have been met:

1. The student(s) are eligible for FWS as indicated on the financial aid packaged issued by the Office of Financial Aid at Millersville University.
2. Prior to the start of employment at the Organization, the student (s) must complete paperwork necessary for payment to begin. This is done in the Office of Financial Aid and/or Volunteer Central. It is the supervisor's responsibility to ask the student(s) if they have completed the paperwork BEFORE they are allowed to begin working. If the student(s) indicated that the payroll paperwork has not been completed, the student(s) are NOT permitted to begin working unless it is on a volunteer basis. They should be directed to the Office of Financial Aid to complete the paperwork.
3. Students cannot work more than 60 hours a pay period (30 hours per week).
4. The supervisor must sign the student (s) time sheet(s) verifying that the hours listed have actually been worked. The student (s) must submit the original time sheets to the Office of Financial Aid by Friday at 4:30 pm of the Friday they were paid. Student (s) will receive a schedule of pay dates when they complete their payroll paperwork. Time sheets submitted after this time will not be processed until the subsequent pay date.

**SECTION 8:** I have read and understood the agreement and agree to the Terms and Conditions. I understand that a violation of this agreement may jeopardize the organization's ability to have FWS students at the organization mentioned above. I will contact the Office of Financial Aid if there are any changes to this agreement.

<b>ORGANIZATION/ EMPLOYER'S INFORMATION</b>	
Organization's Name:	
Organization's Address:	
Check the Appropriate Box:	<input type="checkbox"/> Federal/State/ Public Agency <input type="checkbox"/> Private <input type="checkbox"/> Nonprofit Organization
Supervisor's Printed Name:	
Supervisor's Email:	
	Telephone #: <span style="border-bottom: 1px solid black;"></span>
Supervisor's Signature:	
	Date: <span style="border-bottom: 1px solid black;"></span>
<b>*** If you have a designee to sign student time sheets, please list their name and signature below ***</b>	
Designee's Printed Name:	
	Designee's Signature: <span style="border-bottom: 1px solid black;"></span>

<b>FOR OFFICE USE ONLY</b>	
ELCM Representative Signature:	
	Date: <span style="border-bottom: 1px solid black;"></span>
Associate Director of Financial Aid:	
	Date: <span style="border-bottom: 1px solid black;"></span>

**Please return this agreement to the Office of Financial Aid either in person, via email at [fa.mail@millersville.edu](mailto:fa.mail@millersville.edu) , or by FAX at (717) 871-7980.**