



Millersville University

OFFICE OF FINANCIAL AID

P.O. Box 1002
Millersville, PA 17551-0302
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(P) 717-871-5100
(F) 717-871-7980

2025-2026 FEDERAL WORK-STUDY COMMUNITY SERVICE LEARNING AGREEMENT

THIS AGREEMENT, EFFECTIVE THIS _____ DAY OF _____, 20____, 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 ____ available positions for this organization and will be paid \$9.00 per hour. The institution will fund 100% of the student's pay using eligible Federal Community Work-Study Funds. The Organization is **NOT** responsible for paying any portion of the student's compensation. Each student can 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. Students cannot work more than 30 hours per week. *Please include a copy of the Volunteer Job Description upon submission.*

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 Employer will be responsible for the supervision of work performed by students participating in any project under this Agreement. The type of work performed by students shall be specified in the "job description" form provided by the hiring Organization/Employer, copies of which must be included with this Agreement. If job description changes, the organization is responsible to provide an updated job description and must be reevaluated to ensure compliance with community service work-study federal regulations. To ensure 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 3 The Organization is considered the Employer for the purposes of this agreement. It has the right to control the services of the student(s) in relation to completing job duties based on the job description provided. The Institution is limited to, determining whether the student(s) meet the requirements under the FWS program, communicating to all parties when student(s) is no longer eligible, and ensure payment by approving worked hours based on student(s) timesheet, authorized by the supervisor.

SECTION 4 Neither of the parties shall assume any liabilities to each other. As to the liability to each other or death to persons, or damages to property, the parties do not waive any defense as result of entering this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University. If a student is injured on the job or the student feels that they have an illness caused by their work, the student should stop working immediately and report the condition to your direct supervisor immediately. The supervisor then holds the responsibility to report and discuss any student injuries or illnesses to the Director of Financial Aid and Millersville University Human Resources Department (human.resources@millersville.edu) immediately.

SECTION 5 Work to be performed by the student(s) will not result in the displacement of employed workers or contracts for services; will be governed by conditions deemed appropriate and reasonable that factors in compensation, the type of work performed, geographical region and proficiency of the employee. No task performed by the student may involve the construction, operation, and maintenance of any facility used as a place of religious worship or involve political activity or political party.

SECTION 6 The student(s) are responsible for travel 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. Students must submit a separate form for travel time approval.



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SECTION 7 The Institution will disburse compensation to the student (s) for the work performed for the Organization under this agreement after all 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 through the Office of Financial Aid and the Office of Human Resources. It is the supervisor's responsibility to ask the student(s) if they have completed the paperwork BEFORE they can 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 and should be directed to the Office of Financial Aid to complete the required paperwork.*
3. *Students cannot work more than 60 hours a pay period (30 hours per week).*
4. *The supervisor must confirm the student(s) bi-weekly time sheet verifying that the hours listed have been worked. The student (s) must submit their time through their Student Hours Timesheet in E-Time by Friday at 4:00 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 may 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.

ORGANIZATION/EMPLOYER INFORMATION

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

CHECK THE APPROPRIATE BOX: ☐ Federal/State/Public Agency ☐ Private ☐ Non-Profit Organization

SUPERVISOR PRINTED NAME: _____

SUPERVISOR'S EMAIL: _____

SUPERVISOR'S SIGNATURE: _____

SUPERVISOR DESIGNEE'S NAME: _____ SIGNATURE: _____

FOR FINANCIAL AID OFFICE USE ONLY

DIRECTOR OF FINANCIAL AID OR WORK STUDY

COORDINATOR: _____ DATE: _____

PLEASE RETURN THIS AGREEMENT TO: *The Office of Financial Aid, Lyle Hall 2nd Floor*
(P) 717-871-5802 (F) 717-871-7980 (E) fa.mail@millersville.edu

*** PLEASE INCLUDE A COPY OF THE VOLUNTEER JOB DESCRIPTION ***

****NON-PROFITS SHOULD INCLUDE A COPY OF THEIR 501 (C)(3) FOR PROOF OF STATUS****