Central Washington University
Financial Aid - Work Study
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CENTRAL WASHINGTON UNIVERSITY
OFFICE OF FINANCIAL AID AND STUDENT EMPLOYMENT

FEDERAL WORK-STUDY PROGRAM AGREEMENT

This Agreement is entered into between Central Washington University, hereinafter referred to as the UNIVERSITY, and

_____ , hereinafter referred to as the EMPLOYING AGENCY, for the purpose of providing work to Central Washington University students who receive an award through the Federal Work-Study Program (CFDA 84.033).

In addition to the Agreement, the Employing Agency shall complete a **Business Profile** (provided as Schedule A, attached). The Employing Agency will also complete a **Job Description** form (provided as Schedule B, attached) for each job to be filled by a Federal Work-Study student. Schedules attached to this Agreement, or to be added at a future date, must be signed by an authorized official of the Employing Agency.

SECTION I

The Employing Agency is considered the student's employer for purposes of hiring, firing, paying hourly wage and applicable benefits, supervising, monitoring hours worked, amount earned, and ensuring the proper performance of duties by the student.

The Employing Agency shall hire those students referred by the University who are eligible to receive a Federal Work-Study award, and who are qualified and acceptable to the Employing Agency. The University must APPROVE a student's specific placement PRIOR to the student beginning work. The work performed by said student ideally should be an extension of some substantial part of her/his academic program, or clearly connected with the student's long-range vocational goal. If a student is employed by a private, for-profit organization, the work that the student performs must be academically relevant to the student's educational program, to the maximum extent practicable

The Employing Agency agrees that no student will be denied work or subjected to different treatment under this Agreement on the grounds of race, color, gender, age, religion, national origin or physical disability, and 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 implements those Acts to the maximum extent practicable.

The Employing Agency, by accepting the terms of this Agreement, certifies that the Employee Agency is not presently debarred, suspended, proposed for debarment, declared ineligible , or voluntarily excluded by any Federal department or agency from participating in transactions. The Employing Agency shall include the above mentioned requirement in any and all subcontracts into which it enters. In the event that the Employing Agency becomes debarred, suspended or ineligible from participating in transactions, the Employing Agency shall notify the University in writing within three working days of an event.

SECTION II

The work performed by said students SHALL NOT:

a. Otherwise be provided by the Employing Agency;
b. Displace employed workers, or impair existing contracts for services;
c. Involve political activity or work for any political party;
d. Involve the construction/operation/maintenance of any part of a facility used for religious worship or sectarian instruction;
e. Involve activity which is primarily for the benefit of the members of any group or organization, rather than the public.

The Employing Agency agrees to:

a. Receive approval by the Student Employment Office of the University prior to allowing a student to begin work.
b. Provide proper supervision of the student's work by a professional staff member.
c. Pay the student on an hourly basis for all hours worked (additional volunteer hours are NOT allowed).
d. Pay the student an hourly wage in compliance with the Fair Labor Standards Act, and equal to the entry level wage of a comparable position within the Employing Agency.
e. **Pay the student directly** her/his entire wage earned, less appropriate deductions, on at least a monthly basis.
f. Properly document that the student has been paid prior to submitting for reimbursement.
g. **Pay employer related costs,** *(not subject to reimbursement)* such as employer share of social security/worker's compensation.
h. Monitor the student's earnings to ensure that they do not exceed their per term Work-Study award limit.
i. Ensure the student does not work more than 19 hours per week during times she/he is enrolled in classes, or more than 40 hours per week during official University break periods.
j. Have the student record her/his hours and days worked on a University approved Time Sheet, which includes the student's signature, and the signature of the student's supervisor, all in ink.
k. Submit a signed University approved Invoice Voucher (original), along with the student's Time Sheet (original), to the University on a monthly basis, for hours the student worked and received payment for during the prior pay period. Incomplete forms and forms received by the University more than one month after the student received payment are not subject to reimbursement.
l. Be responsible for any injury the student receives on the job.
m. Ensure that all appropriate staff members receive relevant information, and comply with the terms of this Agreement.
n. Ensure the student does not experience any employment discrimination or harassment on the job.

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