



SERVING COMMUNITY NEEDS (SCN) FEDERAL WORK STUDY (FWS) PROGRAM OFF CAMPUS PLACEMENT AGREEMENT

PURPOSE

This agreement is entered into between Glendale Community College (herein known as “the institution”) and _____, hereinafter known as the “Organization,” a (initial ONE only):

Federal, State, or local public agency _____ Initial
Private nonprofit organization _____ Initial
(attach copy of articles of incorporation)
Public nonprofit organization _____ Initial
(attach copy of IRS 403B non profit status)

for the purpose of providing work to students eligible for the Federal Work-Study Program [FWS].

UNDERSTANDING

In accordance with the Higher Education Act and federal regulations 34 CFR 675.20(b), the institution and the organization agree to the following guidelines for placement of students in the federal work study program at the organization’s site.

Documents to be attached to this agreement from time to time must be signed by an authorized official of the institution and the organization and must set forth—

1. brief descriptions of the work to be performed by students under this agreement;
2. the total number of students to be employed;
3. the hourly rates of pay; and
4. the average number of hours per week each student will work.

These documents will also state the total length of time the project is expected to run, the total percent, if any, of student compensation that the organization will pay to the institution, and the total percent, if any, of the cost of employer’s payroll contribution to be borne by the organization. The institution will inform the organization of the maximum number of hours per week a student may work.

Students will be made available to the organization by the institution to perform specific work assignments. Students may be removed from work on 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.



INSTITUTION'S ROLES AND RESPONSIBILITIES

Glendale Community College will:

- A. Set forth student pay schedules and terms of employment.**
- B. Provide the following:
 - 1. Recruit and screen potential students for placement at the Organization's site;
 - 2. Provide T.B. testing for student workers as needed; and
- C. Develop and distribute evaluation forms.
- D. Processing time sheets and payroll.
 - 1. Maintain time sheet and payroll records for each student employed under this contract.
 - 2. Provide site visits throughout the academic year to the organization.

ORGANIZATION'S ROLES AND RESPONSIBILITIES

The organization will:

- A. Provide on-site supervision and training of students employed under this contract
- B. Monitor and verify that all hours submitted for payment are accurate and within the guidelines set forth in this contract and are in compliance with Federal Work-Study regulations.
- C. Remit to the institution in a timely manner, the salary reimbursements and administrative fees as set out in the attachment of this contract.
- D. The organization will ensure that students will not engage or participate in any of the following while serving in the capacity of their work:
 - 1. Engaging in any political activities designed to effect legislation or the outcome of any election to political office;
 - 2. Organizing protests, petitions, boycotts, or strikes;
 - 3. Promoting, deterring or assisting in union activities;
 - 4. Providing religious instruction or maintenance of a facility used for religious worship, conducting services of worship, or engaging in any other religious activity as part of their duty;
 - 5. Providing a direct service to any for-profit organization or entity.



COMPENSATION

Compensation of students for work performed on a project under this agreement will be disbursed by the institution. All payments due as an employer's contribution under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws, will be made—by the institution.

1. At times when agreed upon in writing, the organization will pay to the institution an amount calculated to cover the organization's share of the compensation of students employed under this agreement.
2. In addition to the payment specified in paragraph (1) above, at times agreed upon in writing, the organization will pay, by way of reimbursement to the institution, or in advance, an amount equal to any and all payments required to be made by the institution under State or local workers' compensation laws, or under Federal or State social security laws, or under any other applicable laws, on account of students participating in projects under this agreement.
3. In certain cases, the organization may request a waiver of these funds, which will then be paid by the institution. If your organization wishes to request the waiver so that all payments are made by Glendale Community College, please see Attachment 1 and Attachment 2.

TRANSPORTATION

Transportation for students to and from their work assignment will not be provided by either the institution or the organization.

FINGERPRINTING

Fingerprinting services or related costs, if required by the organization, will not be provided by the institution.

RELATIONSHIP STATUS

Glendale Community College students are hired as part of the Glendale Community College Federal Work Study program and are covered by the Workers' Compensation benefits provided to them through the Federal Work Study program at Glendale Community College.

AMENDMENTS TO THIS AGREEMENT

This agreement may be changed or revised with the written consent of all parties. All agreed upon changes must be signed and attached to this original agreement or they will not be considered valid.



AUTHORIZATION

Glendale Community College and the organization hereby acknowledge by their signatures that they have read, understood, and agree to the terms of this document and any attachments.

Organization Name: _____

Organization Representative Name: _____

Organization Representative Title: _____

Organization Representative Signature: _____ Date: _____

Multicultural & Community Engagement Center

Glendale Community College Representative Name: _____

Glendale Community College Representative Title: _____

Glendale Community College Representative Signature: _____ Date: _____

Job Placement Center

Glendale Community College Representative Name: _____

Glendale Community College Representative Title: _____

Glendale Community College Representative Signature: _____ Date: _____

Administrative/Business Services Department

Glendale Community College Representative Name: _____

Glendale Community College Representative Title: _____

Glendale Community College Representative Signature: _____ Date: _____



Attachment 1

GLENDALE COMMUNITY COLLEGE
FEDERAL WORK STUDY (FWS) PROGRAM
OFF CAMPUS PLACEMENTS

Request for Waiver of Compensation

By signing each of the waver requests, the organization is acknowledging that they are requesting that these costs be borne by the institution. The organization will be notified of the final decision and may choose to not enter into an agreement with the institution based on the decisions made on the waiver. The final decision of the organization should be communicated to the institution in writing (letter or email).

Request for Waiver of Payroll Contribution Please initial here
(Payroll contributions include worker's compensation and state unemployment)

Request for Waiver of Student Compensation Please initial here
(Student compensation includes student pay and/or 25% local match for student worker placements off-campus)

Organization Name:
Organization Representative Name:
Organization Representative Title:
Organization Representative Signature: Date:

----- FOR OFFICE USE ONLY -----

Student Payroll Contribution Waiver

Approved: [] Yes [] No by Date

Student Compensation Waiver

Approved: [] Yes [] No by Date



Attachment 2

GLENDALE COMMUNITY COLLEGE
FEDERAL WORK STUDY (FWS) PROGRAM
OFF CAMPUS PLACEMENTS

Compensation Schedule

This compensation agreement is between Glendale Community College (institution) and

_____ (organization) on _____ (today's date)

Period covering this schedule: From _____ To _____.

Percent of Student Payroll Contribution borne by the organization: _____%
(if waived or zero, completed waiver must be attached)

Percent of Student Compensation borne by the organization: _____%
(if waived or zero, completed waiver must be attached)

Total Number of Students to be employed _____

Hourly rate of pay _____

Average number of work hours per week per student _____

Brief Student Job Description (please attach full job description).

Empty rectangular box for job description.

Glendale Community College Representative Name

Organization Representative Name

Glendale Community College Representative Signature

Organization Representative Signature

Date: _____

Date: _____