

Federal Work-Study *Off-Campus* Agreement and Job Placement Form  
Award Year 2019-2020



**UNION INSTITUTE & UNIVERSITY**

UI&U Off-Campus FWS Procedure

In order for a Union Institute & University (UI&U) learner to be employed off-campus in a Federal Work-Study (FWS) position, the University and the Federal, State, or local public agency or private non-profit organization that employs the learner must enter into an agreement.

- 1) The ***UI&U FW-S Off-Campus Agreement*** and ***UI&U FW-S Off-Campus Job Placement form*** must be completed and returned to Union Institute & University's Financial Aid Office **BEFORE** a learner can commence employment in a **FWS off-campus job**. The Financial Aid Office will review and either approve or reject the FWS Off-Campus agreement. A copy of the approved or rejected FWS Off-Campus agreement will be sent to the organization. If the agreement is approved the financial aid office will also send a copy of the approved Off-Campus Job Placement form which will include the amount of the learner's FWS award. The learner may begin work only upon approval of the FWS agreement and job placement.
- 2) Proof of the organization's non-profit status **must be** submitted along with the FWS agreement. Reimbursement cannot be made until/unless an organization's non-profit status has been confirmed. A 501(C) 3 designation by the IRS is the most commonly used document for proof of non-profit status.
- 3) The FWS Agreement, job placement form, and proof of non-profit status **must be** returned to the Financial Aid Office **no later than 60 days** after an approved FWS agreement is sent to the employing organization. The agreement **may be** cancelled if paperwork is not received within the 60 day time period.
- 4) FWS Time Record – The learner must complete, sign, and have a supervisor sign a time sheet, at least on a monthly basis. We suggest you complete the time sheet to match the check stub record as closely as possible. Reimbursement will not be made until both the completed time sheet and proof of payment have been received and approved by Union Institute & University's Financial Aid Office.

Time sheets are processed in the Financial Aid Office on a weekly basis. Reimbursement to employing organizations is through the Business Office who process FWS Program checks on a **bi-weekly basis**.

- 5) The employing organization is to pay the student for work performed at the hourly rate established in the FWS Agreement and which has been entered into between Union Institute & University and the Organization. Payment shall be made by check. The FWS program pays only for days worked. It cannot pay for sick leave, vacation days or for holidays not worked.

The employing organization may pay the student weekly, bi-weekly, bi-monthly, or monthly, as best fits their payroll procedures. A timesheet, accompanied by a copy of the student's check and check stub, **must be submitted** to Union Institute & University's Financial Aid Office before reimbursement can be made. It is the responsibility of the learner to ensure all paperwork is received by Union Institute & University.

The employing organization will pay the student's social security, workman's compensation unemployment insurance or any other "fringe" items which may be required for their regular or temporary employees. These "fringe" items cannot be included in the billing to Union Institute & University. The organization will be responsible for the preparation of the learner's W-2 form at the end of the year as the learner was the organizations employee.

Organizations must pay the learner **at least once a month**. Regardless of who employs the learner, Union Institute & University is responsible for ensuring that the learner is paid for work performed during the previous payroll period. If an organization does not follow federal regulations in this regard, Union Institute & University reserves the right to refuse to reimburse the organization for time paid to the learner.

- 6) FWS recipients must maintain satisfactory progress in accordance with the Union Institute & University standards of academic progress policy. This learner must keep Union Institute & University's Financial Aid Office informed of any changes in their enrollment status. A learner who withdraws or drops below half-time status becomes ineligible to participate in the FWS Program. No work performed after withdrawal is chargeable to the FWS Program.
- 7) All Union Institute & University FWS Agreements terminate as of June 30 of each year. All paperwork for reimbursement must be submitted to Union Institute & University's Financial Aid Department no later than **July 15** of each corresponding year.

## **UI&U Off-Campus Federal Work-Study Agreement**

This UI&U Federal Work-Study Off-Campus Agreement entered into between Union Institute & University hereinafter known as the "Institution" and \_\_\_\_\_ hereinafter known as the "Organization", a Federal, State, local public agency, or private non-profit organization (circle one) for the purpose of providing work to students eligible for the Federal Work-Study Program.

Schedules 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:

FIRST: A brief description of the work to be performed by the student under this agreement,

SECOND: The hourly rate of pay, and

THIRD: The average number of hours per week each student will work.

These schedules will also state the total length of time the project is expected to run, the total percent of student compensation that will be paid 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 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 difference treatment under this agreement on the grounds of race, color, or 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.

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

FIFTH: The organization is considered the employer for purposes of this agreement. It has the right to control and direct the services of the students, not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. The institution is limited to determining whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, to assigning students to work for the organization, and to determine that the students do perform their work in fact.

**The organization shall pay 100% of the gross compensation payable to each student, in accordance with the schedule/schedules attached hereto and made a part of this agreement.** The institution will pay to the organization an amount (generally 75%) calculated to cover the Federal share of the compensation of students employed under this agreement and paid by the organization. Under this arrangement, the organization will furnish to the institution for each payroll period the following records for review and retention:

Time sheets indicating the total hours worked each week in clock time sequence and containing the supervisor's certification as to the accuracy of the hours reported.

Payroll form identifying the period of work, the name of the student, and the number of hours worked the student's gross pay, all deductions and net earnings, copies of checks or canceled checks may be used.

Compensation of students for work performed on a project under this agreement will be disbursed and all payments due as an employer's contribution under State or local worker's compensation laws, under Federal or State social security laws, or under other applicable laws, will be made by the organization. The Agency shall withhold and remit such taxes and take such other measures which are the responsibility of the employer under applicable Federal, State, and local laws, and, the organization shall furnish to the institution such information as may be necessary to comply with the regulations of the Office of Education pertaining to the Federal Work-Study Program.

SIXTH: The Agency will be responsible for the supervision of work performed by students participation in any project under the Agreement, and will make available to The Institute the names and locations of Agency supervisors. The Agency will provide to The Institute a record of the hours worked during each payroll period by each student certified by an authorized official of the Agency. The Agency will permit The Institute from time to time, as it may request, to inspect the premises in which any student is working under this Agreement, and will review with The Institute the working conditions and job requirements of all such student.

SEVENTH: Work to be performed under this Agreement will not result in the displacement of employed workers or impair existing contracts for services. FWS employment must be governed by employment conditions, including compensation, that are appropriate and reasonable terms of the type of work performed, geographical region and proficiency of the employee and must not involve the construction, operation or maintenance of any part of a facility used, or to be used, for sectarian instruction or as a place for religious worship. Further, no project may involve political activity or work for any political party.

EIGHTH: No student shall perform work on any project under this Agreement for more than forty (40) hours in any week, or as may otherwise be provided under applicable Federal Law and Regulations.

NINTH: This Agreement shall supersede any and all prior Agreements between the Institute & University and the Agency regarding the mutual operation of a work-study program under the provisions of the Federal Work-Study Program.

TENTH: This Agreement shall be terminated **June 30, 2020.**

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**ORGANIZATION/AGENCY NAME:** \_\_\_\_\_

**STREET:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**WEB SITE URL:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**Type of organization/agency:**    **Government**                      **Federal**                      **State**                      **Municipal**  
(Please circle)  
**Other – please explain:** \_\_\_\_\_

Note: Private Not-for-Profit must submit copy of 501-C3 letter from IRS

**In a brief statement please describe the agency's function(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Authorized representative name:** \_\_\_\_\_  
(Printed)

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

**Telephone/E-Mail:** \_\_\_\_\_ / \_\_\_\_\_

**Signature:** \_\_\_\_\_ /Date \_\_\_\_\_

**Financial Aid Office**

FWS Agreement approved: \_\_\_\_\_ /Date \_\_\_\_\_

FWS Agreement not approved: \_\_\_\_\_ /Date \_\_\_\_\_

## UI&U Off-Campus FWS Job Placement Form

### LEARNER (STUDENT) SECTION:

UI&U LEARNER NAME: \_\_\_\_\_ SSN \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

MY FWS AWARD AMOUNT: \_\_\_\_\_

*I have read the UI&U FWS procedure and agreement and understand my rights and responsibilities as a federal work-study student. I agree to adhere to all policies and procedures as outlined. I am currently enrolled at least half-time. I understand that if I drop below half-time I will not be eligible for federal work-study.*

Learner signature \_\_\_\_\_ Date \_\_\_\_\_

### EMPLOYING ORGANIZATION/AGENCY SECTION:

LEARNER (STUDENT) JOB TITLE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

EMPLOYER DEPARTMENT NAME: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ TITLE \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

ESSENTIAL JOB QUALIFICATIONS (education, knowledge, special skills and/or experience required): \_\_\_\_\_

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: \_\_\_\_\_

WORK SCHEDULE (DAYS/HOURS): \_\_\_\_\_

PAYROLL CONTACT: \_\_\_\_\_ TELEPHONE/E-MAIL: \_\_\_\_\_

*I have read and understand my responsibilities as a federal work-study employer and supervisor. I understand that the learner (student) cannot begin to work until I am notified by the UI&U Financial Aid Office. I understand the learner cannot earn more than their FWS award amount. I agree to adhere to all policies and procedures as outlined.*

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Please Note: Agencies will be periodically informed by Union Institute & University's Financial Aid Office of the amount of funds that remain in the learner's FWS account. If the learner is paid for time worked beyond their FWS award, Union Institute & University will not reimburse for earnings which exceed the official FWS award amount.

### UI&U FINANCIAL AID OFFICE SECTION:

FWS placement approved: \_\_\_\_\_ Date \_\_\_\_\_