

WELLESLEY COLLEGE
OFF-CAMPUS FEDERAL WORK-STUDY

Student Employment Office
106 Central Street, Wellesley, MA 02481
P: 781-283-2360 F: 781-283-3946
Email: stuemp@wellesley.edu
www.wellesley.edu/SFS/Studentemployment.html

To: Prospective Federal Work-Study Employer
From: Laura M. Till, Associate Director Student Employment

Thank you for considering Wellesley College students to help you with your employment needs. The Federal Work-Study Program (FWSP) is a federally-funded program designed to create jobs for financially needy students to help them meet their educational expenses.

To qualify as a Federal Work-Study employer, your agency must provide work for the student that is non-political, non-religious, in the public interest, and in the United States. The FWSP, through Wellesley College, provides 75% of an eligible student's wages. Community service programs that provide reading and math tutoring to elementary school age children may be eligible to have 100% of student earnings covered by the FWSP. Students are paid through the College and the agency is billed for twice a year for their percentage of the student's wages. The suggested pay rate is from \$9.00 to \$12.00 per hour.

In order to hire a Wellesley student on the FWSP, your agency must complete the following forms that are enclosed and return them to the Student Employment Office:

- Agreement with Off-Campus Agency
- FWSP Community Service Addendum (if applicable)
- Job Description and Billing Information
- Student Employment Authorization Form (one for each student employed)

Please also send:

- A copy of the agency's IRS letter of tax exempt status
- Additional material about the agency, such as a brochure.

Also enclosed:

- Student Payroll Information

A student is awarded a specific amount of Federal Work-Study, as indicated on her Student Employment Authorization Form. This is the total (gross) amount that the student may earn on the program. Students and employers are notified when earnings are nearing the maximum. **Please note that once a student has earned her maximum work-study earnings amount and continues to work, the employer is responsible for 100% of her wages.**

If you have any questions, please contact the Student Employment Office at (781) 283-2360 or email to stuemp@wellesley.edu.

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AGREEMENT WITH OFF-CAMPUS AGENCY

This agreement is entered into between Wellesley College, referred to hereinafter as the "Institution", and

(Name of Agency) _____, hereinafter known as the "Agency". The Agency shall be a public or private non-profit organization or a governmental agency qualified under the Economic Opportunity Act of 1964 as amended, and regulations thereunder governing the Federal Work-Study Program.

This agency is: (check as appropriate) 1) A public organization 2) A private non-profit organization

1. The Institution agrees to use its best efforts to make eligible students available to the Agency for the performance of specified work assignments upon the conditions herein set forth by signed authorizations only. Authorizations must be revised for each academic year. The Institution further agrees to use its best efforts to provide capable students but in no event shall be liable for their acts of commission or omission.
2. The Institution shall be deemed the employer for the purposes of this agreement.
 - a) The Institution has the ultimate right to control and direct the services of students for the Agency. It shall also determine that the students meet the eligibility requirements for employment under the Federal Work-Study Program, assign students to work for the Agency, and determine that the students do perform their work in fact. The Agency's right shall be limited to direction of details and means by which the result is to be accomplished.
 - b) The Institution shall pay the compensation to the students for the work performed, and the Institution shall make any required income tax withholdings and shall make all payments due as an employer's contribution under State or Local Workers' Compensation Laws, under State or Federal Social Security Laws, or under any other laws applicable to such employees.
3. It is agreed that neither the Institution nor the Agency shall have any obligation either to provide transportation for students to and from their work assignments or compensation in lieu thereof.
4. It is agreed that the Institution either on its own initiative or at the request of the Agency shall have the right and power to remove students from work on a specified work assignment, and that the students themselves upon reasonable notice shall have the right to terminate employment.
5. The Agency agrees that the Institution shall supply students to work for it upon the following conditions with which it agrees to comply:
 - a) The work is to be performed for a public or private non-profit organization.
 - b) No student shall be denied work or be subject to discrimination or different treatment on the grounds of race, color, or natural origin, and to this end the Agency agrees that it will comply with the provisions of the Civil Rights Act of 1964 or amendments thereto and Title IX of the Education Amendments of 1972, and the regulations of the Department of Health and Human Services implementing the said statutes.
 - c) The agency will provide for adequate and direct supervision of the work performed by the students, shall provide proper working conditions and permit the institution to inspect the premises if it elects to do so. It agrees to maintain and make available to the Institution the names of Agency supervisors authorized to sign student record of hours worked weekly by each student as attested to by an authorized official of the agency.
 - d) No student shall perform work which will result in the displacement of employed workers of the agency or impair its existing contracts for services, or which will involve political activity or work for any political party, or which involves sectarian instruction or other religious activities of a church, or which involves the construction,

operation, or maintenance of so much of any facility as is used, or to be used for sectarian instruction or a much as a place of religious worship.

- e) The agency agrees that it will be responsible for following the established procedures and policies of the Institution with respect to the following:
1. The recording of hours worked
 2. The changing of job functions or conditions
 3. The terminating of students
 4. The changing of wage rates
 5. The due dates for all forms, records, reports, or information on or about the Federal Work-Study Program
- f) In conduct with its general activities and the performance of any work by students, the agency agrees to comply with any and all applicable laws, ordinances, and regulations of any governmental body, whether Federal, State, or Municipal.
- g) The agency agrees to indemnify and hold harmless the Institution from and against any and all claims for property damage or personal injury or otherwise that may result directly or indirectly from the acts or omissions of the student employees while under the direction, supervision, or control of the Agency.
6. While classes are in session, the Institution suggests that students work up to approximately 8-10 hours per week with 20 hours as the maximum, depending on the student's available FWS award.
7. In consideration of the work performed by the students the Agency agrees to reimburse the Institution for 25% of the total earned wages of each student employed, up to her FWS award, under this agreement unless otherwise exempt. Note that the Agency will be charged 100% of the student's wages that exceed her FWS award.
8. The Institution and the Agency agree on the following that are submitted with this contract:
- a) description of the work to be performed by students on specified projects;
 - b) the estimated number of students to be employed;
 - c) the maximum hourly pay rate for each job as established by the Institution;
 - d) the estimated number of hours to be worked per week
 - e) the estimated length of time for the completion of the project; and
 - f) the total percent of the non-Federal share of student compensation to be paid by the Agency to the Institution in accordance with paragraph (7) hereof,
9. This agreement may be terminated at any time by the Institution, or by the Agency upon written notice to the other party. The agreement must be renewed each year.
10. The Agency agrees to provide written documentation with this agreement of its status as a) a private non-profit organization, or b) a public or governmental agency, or c) a component of a Community Action Program, established under Title II of the Economic Opportunity Act of 1964.

By: _____ Date: _____
Authorized Agency Officer

Title: _____ Phone/E-Mail: _____

Agency Name: _____

Address: _____

By: _____ Date: _____
Laura M. Till
Associate Director Student Employment, Wellesley College

9/8/08

**WELLESLEY COLLEGE
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Community Service Addendum**

According to Federal financial aid regulations, a portion of our Federal Work-Study (FWS) allocation must be used to encourage students receiving FWS awards to participate in Community Service activities. Community Service organizations are organizations identified by the institution, through formal or informal consultation with local non-profit, governmental, and community residents, particularly low-income individuals, or to solve particular problems related to their needs. To be included as a Community Service organization, one of the following criteria must be met:

1. The work-study position must involve work for an organization that provides support services to students, or others with disabilities.
2. The organization must provide services designed to improve the quality of life for community residents, particularly low-income individuals. No organization may discriminate on the basis of income or charge fees for services without provisions for those less able to pay.
3. The actual work performed by the work-study students must involve service as:
 - a mentor for such purposes as tutoring;
 - a support for educational and recreational activities; or
 - a counselor, including career counseling

Please provide a brief description of the type of work performed, your agency's mission, and the clients served (attach additional sheet if necessary)

The position will not be considered community service if a client's eligibility for services is dependent upon income, or if a fee is charged for services without allowances for those less able to pay.

As a representative of the Organization, I do hereby confirm that the Work- Study position(s) involves at least one of the descriptions listed above.

Authorized Agency Representative: _____

Signature: _____ Date: _____

Phone: _____ E-mail: _____

Agency Name: _____

Address: _____

**WELLESLEY COLLEGE
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Job Description and Billing Information**

The student you are hiring will be paid for the hours she works through the Wellesley College Student Payroll Office. The Federal Work-Study program pays at least 75% of her earnings and the employer is billed up to 25% of her earnings. The College bills agencies once each semester (January and June). Some Community Service programs that provide reading and math tutoring to elementary school age children may be eligible to have 100% of student earnings covered by the FWSP.

Note that an agency will be billed 100% for earnings that exceed the student's FWS maximum earnings amount.

Please complete this form for each Wellesley College student employed. The supervisor is the person responsible for signing Student Timesheets. If a different person handles billing, indicate in billing section. Return this form to the Student Employment Office, Wellesley College, 106 Central Street, Wellesley, MA 02481 or fax to (781) 283-3946.

Student Information:

Student Name: _____ Wellesley College ID #: _____

Job Information:

Agency Name: _____

Address: _____

Student Job Title: _____ Pay Rate: _____

Dates of Employment: _____ # of Hours per week _____

Brief Description of Responsibilities:

Does position meet Community Service requirement? (see addendum)? yes no

Supervisor: _____ Phone/Email: _____

Billing Information:

Billing
Address: _____

Attention to(if other than supervisor): _____

Phone/FAX/Email: _____

9/8/08

**WELLESLEY COLLEGE
OFF-CAMPUS FEDERAL WORK-STUDY
Student Payroll Information**

- Students are paid through the Wellesley College student payroll system and the agency is billed 25% of a student's earnings, up to her FWSP award, and **100% of earnings that exceed her award.**
- The FWSP may cover 100% of students' earning if they are employed as reading and math tutors.
- The off-campus pay rate range is suggested at \$9.00 - \$12.00 hour.
- Student timesheets are on-line through the College system. At the end of each payroll period, students submit their on-line timesheets and must also print out a paper copy of the time sheet. The off-campus supervisor must sign to verify the hours submitted. *Note that the timesheets must include student name, Banner ID#, agency name and printed supervisor name.*
- Before the student deadline students should fax the print-out to **Lisa Kaufman** in the Student Payroll Office at **(781) 283- 3713.**
- The current Payroll Calendar can be found at <http://www.wellesley.edu/Controller/payrollcalendstudent.html>

To print a time sheet from the Web:

1. From the "Time Sheet" screen, make sure timesheet has been "Submitted for Approval".
2. Click on the "Preview" button.
3. File>>Print
4. Click on the "Layout" Tab and select "landscape" mode.
5. Click "Print".

PLEASE NOTE: Check that printout shows the full range of days and the hours in the 2-week pay period. If it does not, go back to the time sheet preview mode. File>>Page Setup Set the left and right margins to 0. (It might not actually set it to 0, but might set it to a very small number such as 0.18) Click OK. Then follow the instructions to print in landscape mode as shown above.

- Questions about checks and time sheets should be directed to the Lisa Kaufman, Student Payroll Office at lkaufma@wellesley.edu or call (781) 283-2727.
- Questions about the Federal Work-Study Program and/or other student employment issues should be directed to the Student Employment Office at stuemp@wellesley.edu or (781) 283-2360.