This agreement is entered into between Calvin College, hereinafter known as the “Institution”, and ________________________________, hereinafter known as the “Agency”, a _____ public organization or _____ private non-profit organization (within the meaning of that term as defined in section 172.2 (p) of the regulations governing the Federal Work-study Program.)

**PARTICIPATION REQUIREMENTS**

To participate in the FWSP an agency must provide direct services to the community specifically designed to:

a) Improve the quality of life for community residents, particularly low income individuals. OR

b) Solve particular problems related to the needs of these community residents.

**Does your agency provide services as identified above? (circle one) YES  NO**

**JOB DESCRIPTIONS, NUMBER OF HOURS**

This agreement, bearing the signature of an authorized official of the Institution and of the Agency, will set forth brief descriptions of the student work under this agreement, the total student number to be employed, and the average number of hours per week per student. These schedules will also state the total length of time the employment is expected to run, the total per cent, if any, of the non-Federal share of student compensation that the Agency will pay to the Institution, and the total percent, if any, of the cost of employer’s payroll contribution to be borne by the agency.

1. In accordance with the requirements of the federal program, work to be performed under this agreement must be work in the public interest, which (1) will not result in the displacement of employed workers or impair existing service contracts (2) will be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region and proficiency of the employee, and (3) does not involve the construction, operation, or maintenance of any facility used, or is to be used, for sectarian instruction of as a place for religious worship. Further, no project may involve political activity or work for any political party.

2. Under the Regulation, no student may earn FWS wages in excess of his or her established limit. The institution will inform both the student and the Agency if a student employee is nearing his or her eligibility limit. If a student employee reaches, and subsequently exceeds, his or her limit, he or she will not receive FWS wages for any hours exceeding the limit and the Agency will be responsible for 100% of the subsequent wages.

Students will be made available to the Agency by the Institution for performance of specified work assignments. Students may be removed from work on a particular assignment or from the Agency by the Institution or the Agency. The Agency agrees that no student will be denied work or subjected to different treatment under this agreement on the ground of race, color, or national origin, and that it will comply with the provision of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (P.L. 92-318) and the Regulations of the Department of Health, Education and Welfare which implement that Act.

**TRANSPORTATION ARRANGEMENTS**
Transportation for the student to and from their work assignments will not be provided by either the Institution or the Agency unless otherwise agreed upon.

REGULATIONS GOVERNING THE CONTROL OF THE STUDENT
The Institution shall be deemed the employer for purposes of this agreement. It has the ultimate right to control and direct the services of students for the organization. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the federal work-study program, to facilitate the hiring of students, and to determine that students do, in fact, perform their work. The Agency’s right is limited to direction of the details, supervision of the students, and means by which the result is to be accomplished.

COMPENSATION TO THE STUDENT
Payment of compensation to students for work performed on a project under this Agreement and all payments due under applicable state or local workers’ compensation laws, federal and /or state social security laws, or other applicable laws, will be made by the Institution. The pay rate will be minimum wage unless the Agency wishes to pay more. If the Agency decides to pay more, the Agency will be responsible for paying the additional amount in full. Work-Study will cover 75% of minimum wage. The Agency will pay the remainder of the wages. The Agency supervisor is responsible for approving time sheet hours every 2 weeks in accordance with Calvin’s payroll schedule. The supervisor can email the hours to payroll@calvin.edu, fax the time sheets to 616-526-6057, or sign the paper copy and assure the student drops off the time sheet before the deadline each pay period. Timely submission insures the student receives payment and protects their financial eligibility.

PAYMENT OF COSTS OF THE PROGRAM
At the end of each month, the Agency will receive an invoice from the Institution and will pay to the Institution the amount calculated to cover the Agency’s share of compensation of students employed under this agreement.

SUPPLEMENTAL SCHEDULE
Work to be performed:
________________________________________________________
________________________________________________________
________________________________________________________
Work to be performed from __________________ through ____________
Pay rate, please circle:
minimum wage (standard) OR higher wage per agency’s discretion: $______________ (agency pays the difference at 100%)
Approximate number of students to be employed: _____________________________
Approximate number of hours per week per student: ___________________________

____________________________________  ____________________________  ____________
Agency Authorizing Officer                             Title                              Date

____________________________________  ____________________________  ____________
Institution Authorizing Officer                      Title                              Date