

UNIVERSITY OF HARTFORD

CENTER FOR COMMUNITY SERVICE

WORKING TO BUILD A STRONGER COMMUNITY

FEDERAL WORK STUDY PROGRAM

GENGRAS STUDENT UNION, ROOM 209
(PH) 860-768-5409 (FAX) 860-768-4247

OFF-CAMPUS AGREEMENT

This Agreement between The University of Hartford, on behalf of its Center for Community Service (the “*University*”) and _____, a private nonprofit organization located at _____ (the “*Organization*”) (each individually, a “*Party*” and collectively, the “*Parties*”), takes effect on the last date signed below (“*Effective Date*”).

Background

- University through its Center for Community Service (“*CCS*”) administers Federal Work-Study Program (“*FWS*”) activities on behalf of eligible University students (each, a “*Student*”).
- The Parties desire to provide FSW work at the Organization to each Student.
- The Parties have identified for this Agreement the following Student: _____, whose University identification number is _____.

Agreement

The Parties agree as follows:

- I. **Work Scheduling.** University must inform Organization of the maximum number of hours per week that Student may work. The Parties from time to time must create and cause to be attached and incorporated into this Agreement appropriate work schedules for the Student that contain a signature by an authorized official of each Party and set forth:
 - A. brief description of the work that Student is to perform under this Agreement;
 - B. hourly rate of pay as determined by University’s Financial Aid Office;
 - C. average number of hours per week that Organization is to receive services from Student, not to exceed twenty hours per week, as set forth in Addendum A (attached and incorporated into the Agreement);
 - D. total length of time the Student’s work term is expected to run;
 - E. the total percentage of any Student compensation that the Organization is to pay to the University; and
 - F. the total percentage of any cost of the employer’s payroll contribution that the Organization is to bear.
- II. **Student Engagement.** University must make Student available to Organization to perform specific work assignments.
 - A. Removal. Student is subject to removal from work on a particular assignment or entirely from the Organization, either on University’s own initiative or at Organization’s request.
 - B. Nondiscrimination. Organization has no right to deny work to Student or subject Student to different treatment under this Agreement on the grounds of race, color, national origin, or sex. Organization must comply with 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 that implements those Acts.
 - C. Transportation. Organization has no duty to provide transportation for Student to or from Student’s work assignment. However, CCS is available to Students to provide information about the availability of transportation.
- III. **Employment Status.** University is considered Student’s employer for the Agreement’s purposes, and has responsibility both to determine whether Student meets FWS employment eligibility requirements and to assign Student to work for Organization, subject to the Parties’ mutual concurrence in each respect. Organization has a right to:
 - A. control and direct Student in performing services, not only as to each result to be accomplished, but also as to each means by which the result is to be accomplished; and
 - B. determine that Student has performed each required duty described in the Addendum A.

- IV. **Student Compensation.** In exchange for work that Student performs on any project under this Agreement, University must pay compensation to Student including each payment due as an employer's contribution under State of Connecticut local worker's compensation laws, under Federal or State social security laws, or under other applicable laws. University must provide to Organization a payroll form identifying Student's period of work, name, hourly wage rate, and allotted pay. Organization must forward to University for each payroll period a time report for review and retention that indicates a total of hours that Student has worked each week, in clock time sequence, and containing an applicable supervisor's certification as to the accuracy of each reported hour.
- V. **Severability.** If any provision in this Agreement is found to be invalid or unenforceable in any respect in any jurisdiction, then:
- A. the validity or enforceability of that provision is not in any way affected in respect of any other jurisdiction;
 - B. the validity and enforceability of the remaining provisions are not to be affected, unless this Agreement reasonably fails in its essential purpose; and
 - C. the Parties must substitute that provision by a valid and enforceable provision that approximates to the greatest extent possible the essential purpose of the invalid or unenforceable provision.
- VI. **Entire Agreement.** This Agreement constitutes an entire understanding between the Parties with respect to its subject matter and supersedes any preceding commitment between the Parties regarding that subject matter. An amendment of this Agreement is binding upon a Party only if it is in writing and duly signed by each Party.

Signed:

The University of Hartford

_____ {Organization name}

 Matthew Blocker-Glynn
 Director, Center for Community Service
 Division of Student Affairs
 Date: ___/___/_____

 Printed Name: _____
 Title: _____
 Date: ___/___/_____