This agreement is entered into between the University of Hartford, hereinafter known as the “institution” and __________, hereinafter know as the “organization,” a private nonprofit organization, located at ________________, for the purpose of providing work to student eligible for the Federal Work-Study (FWS) Program.

University of Hartford student to be employed at organization: ____________________________________

UHART ID #____________________________________

Schedules to be attached to this agreement from the 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 student(s) under this agreement;
2. hourly rate of pay as determined by the Financial Aid Office;
3. the average number of hours per week each student will be used, not to exceed 20hrs/wk. See addendum.

These schedules will also state the total length of time the project is expected to run, the total percentage, if any, of the student compensation that the organization will pay to the institution, and the total percent, if any, of the cost of the 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 implements those Acts.

Transportation for the student to and from their work assignment will not be provided the organization. However, students may visit the Center for Community Service about the availability of transportation.

The institution is considered the employer for the purposes of this agreement and has the responsibility to determine whether the students meet the eligibility requirements for employment under the FWS Program and to assign students to work for the organization, subject to a mutual agreement between the institution and the organization. The organization 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, and to determine that the student(s) do perform their required duties as described in addendum.

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 of Connecticut local worker’s compensation laws, under Federal or State social security laws, or under other applicable laws, will be made - by the institution. A payroll form identifying the period of work, the name of each student, each student’s hourly wage rate, and each student(s) allotted pay to be used will be provided by the institution.

The organization will forward to the institution for each payroll period the following record for review and retention:

1. Time reports 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.

Accepted for the University of Hartford
Matthew Blocker
Director, Center for Community Service
Division of Student Affairs
Date:__/__/______

Accepted for Agency or Organization
Name, ________________________________
Print, Name, ________________________________
Date:__/__/______