



FINANCIAL AID OFFICE  
WORK-STUDY SECTION  
A-215 MURPHY HALL  
405 HILGARD AVENUE  
LOS ANGELES, CA 90095-1435

Dear Off-Campus Employer,

We are pleased that you have expressed an interest in participating in the UCLA Federal Work-Study Program for the upcoming year. Enclosed, please find the materials necessary for you to establish a Work-Study Agreement. Also please refer to our Off-Campus Employer Work-Study Guide. Please read these materials carefully before completing and returning the following:

1. A copy of your agency's IRS tax exempt status, IRC 501C(3) (governmental agencies are exempt from this requirement);
2. A signed Off-Campus Workstudy Agreement;
3. A completed Exhibit "A" Form;
4. A copy of your organization's most recent federal tax return , form 990 (governmental agencies are exempt from this requirement);
5. A detailed statement of purpose and activities describing your organization's goals and mission;
6. A Job Requisition Card (one for each different position);
7. A Signature Authorization Sheet (a minimum of two signatures are required);
8. A \$500.00 deposit payable to the UC Regents (first year participating agencies only).

A copy of the agreement will be returned to your agency once your agreement is approved. If you need additional information, please contact us at **(310) 206-0446**. We look forward to a satisfactory and mutually beneficial relationship with your agency this coming school year.

Sincerely,

Work-Study Staff  
Financial Aid Office

# **UCLA Work-Study**

## **Key points to remember:**

1. The Work-Study contract is annually renewed. Please review section 13 of the Off-Campus agreement for specific dates.
2. A student awarded Work-Study can not begin working at your agency until this contract is approved and you have received the student's stamped referral form from the WS office. If you have any questions regarding this matter please call (310) 206-0446.
3. Please confirm participation periods by reviewing the Work-Study Program calendar.
4. Time records must be turned in according to the due date stated on the time record. Employers must submit the time records themselves, WS students are not allowed to submit their own time records. Any time records submitted 30 days beyond the due date is charged to the agency at 100%. All time records can be found on the Off-Campus Work-Study website.  
<http://www.fao.ucla.edu/workstudy/offcampus.html>
5. Maximum number of weekly hours to be split with Work-Study is always 20; any excess hours must be charged 100% to the agency. Furthermore, the maximum number of hours to be split with Work-Study during a bi-weekly pay period is 40. Any excess hours will be charged to the agency at 100%.
6. The off-campus organization is responsible for paying 100% of the premium pay to a UCLA Work-Study student who has worked during any of the University holidays. (Please refer to the University Holiday calendar)  
<http://www.fao.ucla.edu/workstudy/offcampus.html>
7. Please review the Work-Study Off-Campus Employer guide.
8. Most importantly, thank you for your continued participation with UCLA Work-Study.

# UCLA OFF-CAMPUS EMPLOYER FEDERAL WORK-STUDY AGREEMENT (2011-2012)

**THIS AGREEMENT**, entered into by and between the **REGENTS OF THE UNIVERSITY OF CALIFORNIA**, a California Corporation, hereinafter called "University," and \_\_\_\_\_, a non-profit or governmental entity, hereafter called "Organization;"

**Is made with reference to the following facts:**

- A. University has applied for a grant by the U.S. Secretary of Education pursuant to Part C (Federal Work-Study Programs) of Title IV of the Higher Education Act of 1965, as amended, to stimulate and promote the part-time employment of students, particularly students from low-income families, who are in need of earnings from such employment to pursue courses of study at institutions of higher education such as University.
- B. University and Organization desire that certain of University's students engage in work for public/private non-profit organizations under the Work-Study Program authorized by the Act.
- C. Organization is in a position to utilize the services of such students.

Accordingly the parties hereto agree as follows:

1. Organization shall utilize the services of students furnished by University who are eligible to participate in the Federal Work-Study Program and who are qualified and acceptable to Organization. The specific services to be performed by said students and the rate of compensation therefore are set forth on the attached Exhibit "A," which is incorporated herein.
2. The work performed by such students shall be in the public interest and shall not:
  - a. Displace employed workers or impair existing contracts for services nor the filling of vacant positions created by strikes; or
  - b. Involve any partisan or non-partisan political activity or work for any political party; or
  - c. Involve the construction, operation or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place for religious worship; or
  - d. Primarily benefit the members of an organization which has membership limits, such as a credit union, a fraternal or religious order, or a cooperative; or
  - e. Involve any lobbying on the Federal or State level.
3. Transportation for students to and from their work assignments will not be provided by either University or Organization.
4. For purposes of this Agreement, University has the ultimate right to control and direct student employment. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work-Study program, to assign students to work for Organization, and to determine that students indeed perform their work. Organization's right is limited to direction of the details and means by which the job is to be accomplished.
5. **Organization agrees to:**
  - a. Supervise and regulate the services and performance of students participating in the Federal Work-Study Program and permit reasonable inspection by a representative of University.
  - b. Allow no student to work for more than the permissible maximum of twenty (20) hours per week.
  - c. Not permit the student to earn more than the amount of his/her permissible Work-Study eligibility as stated by University on student's Work-Study Referral Form or Work-Study Revision Form.
  - d. Be responsible for processing and making payment of 100% of wages earned in excess of student's stated eligibility; or for any hours worked **prior** to authorization to begin working by University's Work-Study Office; or after the student drops below half-time status, withdraws, is dismissed, or graduates from University. Under the Fair Labor Standards Act of 1938, paid employees cannot volunteer their services. Organization agrees to compensate employees for services rendered even if said services are the sole responsibility of the Organization. Organization agrees to provide documentary evidence that students received payment for their work, such as photographic copies of canceled checks.
  - e. Make a bi-weekly report to University of time worked by students participating in the program as follows:
    - (1) The time worked by students participating in the program, indicating hours worked each day and total hours worked for each payroll period; each pay period requires a separate time sheet and
    - (2) Certification by an authorized supervisor that the hours are accurately reported and that the student's work was satisfactory.
  - f. Be responsible for processing and making payment for 100% of hours reported on time records submitted more than thirty (30) days after the Due Date specified on the Off-Campus Time Record.
  - g. Regardless of billing cycle, pay to University:
    - (1) **Fifty percent (50%)** of the total compensation to be paid to students participating in the program within thirty (30) days of receipt of University Statement of balance due.
    - (2) Amount(s) due, as indicated by University Billing Statement, for employer's share of Workers' Compensation.
    - (3) Amount(s) due, as indicated by University Billing Statement, for employer's share of Medicare expenses.

- (4) Amount(s) due, as indicated by University Billing Statement, for employer's share of Unemployment Insurance expenses.
- (5) In addition to item g (1), **five percent** (5%) of the gross student earnings. Please refer to University Billing Statement for amount. This fee will be used by University to defray administrative costs.
- (6) Pay to University delinquent fees for past due bills and for expenses incurred from collection agency activities.
- (7) Provide a **\$500.00 deposit** to be applied to future student earnings (First year participating agencies only). Deposits not used can be refunded upon written request before fiscal year end, June.

- h. With advance notice, permit visitation rights by University official to student work site(s) and permit interviewing of students.
- i. Adhere to the guidelines detailed in the Off-Campus Work-Study Employer Guide.

- 6. Compensation to be paid to students participating in the program will be appropriate and reasonable in light of the work to be performed by them, but in no case less than the prevailing minimum wage requirement.
- 7. The services and benefits of Organization which involve the work of such students shall be available to all persons regardless of race, color, age, religion, physical disability, national origin, gender, or sexual orientation. No student shall be denied participation in the Federal Work-Study program because of race, color, age, religion, physical disability, national origin, gender, or sexual orientation. Organization further agrees that it will comply with provisions of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and the Regulations of the Department of Education which implement those Acts.
- 8. University will be responsible for:
  - a. Payment of students' wages who are legitimately employed in the program.
  - b. Notifying Organization of students' eligible dates of employment.
- 9. It is agreed that Organization shall have the right and authority to relieve the student(s) from any or all duties at anytime for any reason without providing any explanation and/or notice in advance to the student(s). Similarly, student(s) shall have the right to terminate employment at any time for any reason without providing any explanation and/or notice in advance to Organization.
- 10. Upon relieving the student(s), Organization shall immediately notify University in writing of the date and the reason for termination of the employment.
- 11. This Agreement shall be subject to the availability of funds to University for any portion of the student's compensation not to be paid by Organization. Organization shall also be subject to the provisions of Part C (Work-Study Programs) of Title IV of the Higher Education Act of 1965, as now amended, or from time to time amended, and shall be subject to regulations implementing said legislation.
- 12. This Agreement may be terminated by either party by providing thirty (30) days prior written notice to the other party. In addition, University reserves the right to terminate this Agreement immediately if Organization fails to provide matching contribution or other payment to University as required under the terms of this Agreement.
- 13. This Agreement shall be valid from the 1<sup>st</sup> day of July, 2011 through the 15<sup>th</sup> day of June, 2012 unless sooner terminated and shall be subject to renewal by the mutual agreement of the parties hereto in writing.**

**IN WITNESS WHEREOF, the parties hereto have executed this Agreement and becomes effective on date as indicated by University below:**

\_\_\_\_\_:

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Organization Representative Signature\*

*\* An officer legally authorized to execute this Agreement for and on behalf of Organization*

**REGENTS OF THE UNIVERSITY OF CALIFORNIA:**

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 University Representative Signature

# Work-Study Agreement Exhibit "A"

**ORGANIZATION NAME:** \_\_\_\_\_

Period Needed	Summer	Fall	Winter	Spring
Check all that apply				

## Address information

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_ E-mail : \_\_\_\_\_

## Billing Address if different from above

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_ E-mail : \_\_\_\_\_

## Contact Information

Work-Study Coordinator (print name) \_\_\_\_\_ Title \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Work site supervisor (print name) \_\_\_\_\_ Title \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Billing contact person (print name) \_\_\_\_\_ Title \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Job Title	# of positions	Hourly rate	Hours per week

# Signature Authorization Sheet (2011-2012)

ORGANIZATION NAME: \_\_\_\_\_

## PERSONS AUTHORIZED TO SIGN WORK-STUDY PARTICIPANTS' TIME SHEETS

*A minimum of two authorized signatures are required per participating organization (One signature must belong to the person who signs the Work-Study agreement).*

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

*(Please enter your handwritten signature inside of box below)*

Type Name/Title: \_\_\_\_\_

Type Name/Title: \_\_\_\_\_

Type Name/Title: \_\_\_\_\_

Type Name/Title: \_\_\_\_\_

# Work-Study Job Requisition (2011-2012)

ORGANIZATION NAME: \_\_\_\_\_

Address : \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Box for office use only: Job # \_\_\_\_\_

FW \_\_\_\_\_ CS \_\_\_\_\_ GM \_\_\_\_\_ AR \_\_\_\_\_

Job Site Location (if different from address above):  
\_\_\_\_\_

Check all that apply: Graduate \_\_\_\_\_ Undergraduate \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

Total Hours per Week: \_\_\_\_\_ Hourly Rate of Pay: \$ \_\_\_\_\_ Number of Positions Available: \_\_\_\_\_

Position Title: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Interviewer Email: \_\_\_\_\_

Job Category (required; check one only): Clerical / Office \_\_\_\_\_ Laboratory \_\_\_\_\_ Reader/Tutor Program \_\_\_\_\_

Research /Lab \_\_\_\_\_ Computer/Technical Support \_\_\_\_\_ Other \_\_\_\_\_

Would you like to have this position advertised on the online work-study job bulletin? Yes: \_\_\_\_\_ No \_\_\_\_\_

Needs to be reviewed as a community service position? Yes: \_\_\_\_\_ No \_\_\_\_\_

**Job Description** (Please attach separate sheet of paper if additional space is needed):

**Qualifications** (Please attach separate sheet of paper if additional space is needed):

Authorized Agency

Representative Signature: \_\_\_\_\_ Name (please print): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Please photocopy all pages in this agreement packet for your records before mailing the originals to Work-Study Office.