Bucknell University Community Service Federal Work-Study Program
Off-Campus Project Agreement 2017-2018

THIS AGREEMENT, entered into on (date)______________________, by and between Bucknell University herein after referred to as the “University” and ____________________________ herein after referred to as the “Organization”.

WITNESSETH:

WHEREAS, Bucknell University has entered into an agreement with the United States Secretary of education pursuant to Title IV, Part C, of the Higher Education Act of 1965, as amended, to stimulate and promote the part-time employment of the University’s students who are in need of the earnings from such employment in order to pursue their courses of study; and

WHEREAS, Bucknell University has received the approval of its application to the United States Department of Education for a Federal Work-Study Program providing for certain of the University’s students engaging in work for public and private nonprofit organizations; and

WHEREAS, the Organization is a reliable public or private nonprofit organization with professional direction and staff and is in a position to use the services of Bucknell University’s students, and the University and the Organization desire that Bucknell University’s students engage in work for the Organization under the Federal Work-Study Program authorized by said Act,

NOW, THEREFORE, the parties hereto agree as follows:

1. The Organization will use the services of students referred by Bucknell University who are eligible to participate in the Federal Work-Study Program and who are qualified and acceptable to the Organization.

2. The work to be performed by Bucknell University’s students under this Agreement will be in the public interest and will be consistent with the purposes of the Higher Education Act of 1965, as amended, and the work to be performed by said students:
   a. Will not result in the displacement of employed workers, the impairment of existing contracts for services, or in the filling of positions that are vacant because the Organization’s regular employees are on strike.
   b. Will be governed by such conditions of employment, including compensation as will be appropriate and reasonable in the light of such factors as type of work performed, geographical region, proficiency of the student, and any applicable Federal, State or local laws or regulations.
   c. Will not involve any partisan or nonpartisan political activity associated with a candidate or with a contending faction or group in an election for public or party office, or any lobbying on the federal level.
   d. Will not involve the construction, operation or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship.

3. The parties further agree that the Organization will:
   a. Ensure that prior to selecting students for positions and allowing them to begin work, that the Organization will possess a signed, bona fide copy of a Community Service Federal Work-Study Employment Form for each student prior to his/her beginning the position;
   b. Pay students for any hours worked prior to the date of completion of the Community Service Federal Work-Study Employment Form;
   c. 1) Provide the Institution with written job description(s) outlining responsibilities and duties for each job title performed by students under this Agreement, 2) interview student(s) referred by the University for employment, 3) provide ongoing professional and responsible supervision of student employee(s), and 4) annually evaluate student employee(s);
   d. Agree to maintain time reports of student hours worked and to verify, sign and submit bi-weekly original paper time reports of student hours worked to the Office of Civic Engagement by the provided date shown on the Bucknell University student bi-weekly payroll calendar. If the reporting of student hours worked is not received, the student will not be paid, and the Organization will be held responsible. In verifying, signing and submitting these hours worked, the organization will verify the hours worked against the hours provided to the University by the individual students themselves;
   e. Not allow students working for the Organization under this Agreement to work (i) for more than 20 hours per week during periods when classes in which they are enrolled are in session, unless specifically authorized in writing to do so by Bucknell University, and (ii) for more than 40 hours per week when such classes are not in session unless the Organization has received written authorization from the University;
f. Be deemed the employer of each student furnished by the institution under this Agreement, assure proper working conditions, comply with all federal, state and municipal laws, ordinances and regulations relating to employment;

g. Be responsible for hiring and job termination decisions.

4. The parties further agree that Bucknell University will be responsible for:

   a. The determination of the need of students furnishing services to the Organization hereunder in accordance with the rules and regulations of the Department of Education;

   b. The determination of the number of students assigned to an Organization and the appropriateness of the job description in accordance with the rules and regulations of Bucknell University and the United States Department of Education;

   c. The determination of students’ academic and other eligibility;

   d. The withholding of income taxes from the wages paid each student as required by federal, state and city regulations, and the withholding of the employee’s contribution as provided for under the Federal Insurance Contribution Act;

   e. Students’ coverage by workers compensation insurance;

   f. Payment and returns of aforementioned taxes as are required by law;

5. Compensation to be paid to students for work performed for the Organization under this Agreement will be paid by Bucknell University at an hourly rate of $8.25 per hour.

6. Bucknell University will notify the Organization when the student is close to exceeding the maximum amount of compensation s/he may receive for work performed for the Organization under this Agreement. Should an individual student be permitted by the Organization to work more than this designated amount, Bucknell University will invoice the Organization for earnings exceeding the allotment at the end of the academic year.

7. Transportation for students to and from their work assignments is the responsibility of the student.

8. Upon request, the Organization will permit Bucknell University to inspect the premises upon which any student is working under this agreement and will review with representatives of the University the working conditions and job requirements of all such students.

9. This agreement will at all times be subject to, and contingent upon, the availability of Federal funds to Bucknell University under the aforesaid Federal Work-Study Program / Community Service regulations for the portion of student compensation to be paid by the Institution, and will also be subject to the provisions of the Higher Education Act of 1965, as amended, and all laws and regulations subsequently adopted and pertaining to the Federal Work-Study Program.

10. The Agreement will commence on Monday, August 21, 2017 and terminate on Monday, April 30, 2018, or may be terminated at any time by Bucknell University or by the Organization upon two weeks prior written notice. This Agreement shall be subject to extension by the mutual agreement of the parties hereto in writing.

IN WITNESS WHEREOF, Bucknell University and the Organization have executed this Agreement in duplicate as of the day and year first above written.

BUCKNELL UNIVERSITY

BY ______________________________  Office Civic Engagement  ______________________________  Date

ORGANIZATION

BY ______________________________  (Signature of Organization Personnel)  ______________________________  Date

______________________________  (Printed Name)