

## WORKSTUDY AGREEMENT

BETWEEN

TRINIDAD STATE JUNIOR COLLEGE

AND

This agreement is entered into between Trinidad State Jr. College, hereinafter known as the "Institution" and \_\_\_\_\_, hereinafter known as the "Organization" for the purpose of providing work to students eligible for the College Work Study Program (CWS).

Schedules to be attached to this agreement from time to time must be signed by an authorized official of the institution and the organization and must be set forth

- (1) brief descriptions of the work to be performed by students under this agreement;
- (2) the total number of students to be employed
- (3) the hourly rates of pay; and
- (4) the average number of hours per week each student will be used.

These schedules will also state the total length of time the project is expected to run, the total percent, if any, of student compensation that the organization will pay to the institution, the total percent, if any, of the cost of employers' 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 Health, Education, and Welfare which implement those Acts.

- (1) Transportation for student to and from their work assignments will not be provided by the institution or the organization.
- (2) The Institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the student for the organization. It also has the responsibility to determine that the students meet the eligibility requirements for employment under the college workstudy program, to assign students to work for the organization, and to determine that the students do perform their work in fact. The organization's right is limited to direction of the details and means by which the result is to be accomplished.
- (3) 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 local workmen's compensations laws, under Federal or State social security laws, or under other applicable laws, will be made by the institution.
- (4) At times agreed upon in writing, the organization will pay to the institution an amount calculated to cover the organization's share of the compensation of students employed under this agreement.
- (5) Time reports indicating the total hours worked each week and containing the supervisor's certifications as the accuracy of the hours reported and of satisfactory performance on the part of the students.

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Ruth Ann Woods, President  
Trinidad State Junior College

Date

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Date

ATTACHMENT

The College work study student working for \_\_\_\_\_ will perform those jobs as determined by the supervisor that are necessary.

The student will be compensated on an hourly wage basis. That wage rate will be in line with the established wage rates for the College Work Study Program as published in the Federal Register, Volume 44, #157, Monday, August 13th, 1978, Part 175.25.

The student will not be able to work more than 15 hours per week while in the service of the organization and cannot exceed their total allotted hours for the semester.

This project will commence on or around \_\_\_\_\_.

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Ruth Ann Woods, President  
Trinidad State Junior College

Date

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Date

## **IMPORTANT INFORMATION FOR SUPERVISORS**

Trinidad State Junior College does **not** place students. All available positions are listed in the workstudy catalog located in the Financial Aid Office. Eligible students select the position then contact the listed supervisor for additional information. Attached is the letter that explains the workstudy program.

In order to list this position in our workstudy catalog, please submit a job description with the information you would like posted.