MEMORANDUM OF UNDERSTANDING
WORK-STUDY PROGRAM

If your department wishes to participate in the Work-Study Program during the next fiscal year, please complete this Memorandum of Understanding and return to Student Employment Services.

I understand that the Work-Study Program is foremost a student financial aid resource, not an institutional employment program, and that the express purpose is to expand part-time employment opportunities for qualified students. I agree to abide by the conditions which govern the Work-Study Program, and in so doing will comply with the provisions of all federal and state laws, regulations, and executive orders regarding affirmative action requirements. Therefore, I request that this department be allowed to participate in the Work-Study Program during the period July 1, 2015 to June 30, 2016.

The department will:
A. Hire only those students that can be properly supervised and effectively utilized for the predetermined number of hours required to earn 100% of their allocation.
B. Insure the job classification is commensurate with the duties and responsibilities of the position and insure that a current job description is maintained.
C. Abide by the work-study limitations on hours as follows: during periods of regular and non-regular enrollment, no student may work more than forty (40) hours in any one week.
D. Insure that the employment of work-study students will not result in the displacement of other employed workers or impair existing contracts for services.
E. Pay the applicable portion of all work-study students’ total earnings up to the students’ allocation limit.
F. Pay 100% of earnings in excess of the students’ work-study allocation.
G. Adhere to the institutions’ time-keeping procedures.
H. Report any work violations or irregularities to the student employment coordinator.
I. Generally, give two weeks notice before terminating employment.
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K. Be responsible for the payment of all earnings exceeding 50% of the academic year award if earned prior to Spring semester.
L. Not reallocate funds presently spent on graduate teaching or research assistantships and replace that funding with work-study monies.
M. Refer to “Employment Concerns,” when necessary, for advice on the resolution of employment conflicts at the department level.
N. Insure that all work-study students have complied with the Immigration and Naturalization Service requirements (Form I-9) prior to commencing work.
O. Be aware that if a student’s need for financial aid changes, it may necessitate withdrawal of the work-study award and subsequent termination of employment.
P. Inform all students of the work-study rules and regulations via the Student Employee Guidelines.

Student Financial Services/Student Employment Services cannot insure that positions requested will be filled or that replacements will be furnished for vacant jobs.

Students who wish to transfer from one department to another may do so between semesters only, unless extenuating circumstances warrant otherwise. Transferees must give a minimum of two weeks notice and obtain a release from the employing department before a new work-study assignment will be made.

Department Name
Date
Department Address
Phone Number
Name
Signature