

UNIVERSITY OF REDLANDS WORK-STUDY PROGRAM LETTER OF AGREEMENT

This Agreement covers an Off-Campus Employer's Participation in the University of Redlands Work-Study Program.

This Agreement forms the basis of understanding between the University of Redlands (hereinafter known as the University) and the Employing Organization specified below (hereinafter known as the Employer) in order to provide for the conduct of the University of Redlands Work-Study Program.

Name of Employer: City of Redlands

State Tax Number: 800-9833-8

Address: P.O. Box 3005
Redlands CA 92373

This Agreement becomes effective on the date executed by the University.

ARTICLE I - GENERAL PROVISIONS

A. The University agrees:

1. To determine the Employer's eligibility to participate in the program.
2. To review the Work-Study positions offered and determine whether they are appropriate for students.
3. To screen and refer only eligible students to prospective employers.
4. To provide the Employer and each applicant for a Work-Study position with adequate information to facilitate proper placement.
5. To reimburse the employer 70% per hour of a **minimum** Program wage of \$7.50 per hour up to the limit of the student's financial aid work award.
6. To reimburse the Employer within 30 days of the date claim for reimbursement is received by the University.
7. To notify the Employer of any student who may become ineligible to participate in the Program.

B. The Employer agrees:

1. To comply with all Program requirements.
2. To utilize to the extent the Employer is able the services of qualified students referred by the University who are eligible to participate in the Work-Study Program.
3. To submit an Employer Position Description Form, provided by the University, which details the following information:
 - a. The total number of positions available;
 - b. A job description, including the suggested rate of pay;
 - c. The skills required of the prospective Work-Study employee;
 - d. Desired work schedule (days and hours per week).
4. That following execution of this Agreement, the Employer may interview prospective Work-Study employees.
5. That the Employer shall not discriminate among applicants on the basis of race, color, sex, religion, or national origin, or subject any applicant to any other discriminatory practices prohibited by state or federal law.
6. That the Employer shall assure that each Work-Study position meets the following conditions:
 - a. **The hours of employment shall not exceed a maximum of 15 hours per week while classes are in session**, or 40 hours per week when classes are not in session (Winter Recess and Spring Recess). *Note: Residence Halls are closed – most students are not available to work during winter and spring recess.*
 - b. The Employer shall maintain and provide the University with an accurate accounting of hours worked and wages earned on Student Time Cards and Compensation Forms provided by the University;
 - c. The total **gross** compensation received by each student participant shall not exceed the total amount authorized by the University;
 - d. The Employer shall provide the student with reasonable training and supervision to adequately perform the work.
7. That the Employer for the purposes of this Agreement further agrees to:
 - a. Complete the appropriate INS Form I-9 and W-4 Tax Forms for each student hired;
 - b. Pay directly to employed students their total earned compensation, less appropriate deductions;
 - c. Assume the cost of any employee benefits, including all payments due as an employee's contribution under the state Workers' Compensation laws, federal Social Security laws, and other applicable laws;
 - d. Submit to the University's Student Services Center all required payroll information on Student Time Cards and Compensation Forms to claim reimbursement;
 - e. Claim reimbursement only for wages
 - i. paid to students certified as eligible by the University; and

- ii. that do not represent hours of work in excess of the maximum number of hours subject to reimbursement under this Agreement; or for commission, bonuses, or other special compensation paid to the student; or for wages earned or paid but not reported to the University within 45 days; and
 - iii. for actual hours worked by the student. Work-Study Program compensation shall not include payment for vacation time, holiday pay, sick leave, union dues, jury duty, etc.
- f. Make its payroll records for students paid under the Work-Study Program available to authorized University staff for audit purposes;
 - g. Provide a brief written evaluation, on a form provided by the University, of the performance of each student on an annual basis or upon termination of employment.
8. To notify the University of any change affecting the student's employment. The University should be notified if a student is not performing satisfactorily or if other adjustments are necessary to affect a better working relationship.
9. The University of Redlands assumes no liability for students employed at any off-campus work-study location.

ARTICLE II - TERMINATION

- A. This Agreement shall be subject to the availability of University funds for the program and the employment needs of participating Employers.
- B. This Agreement may be amended upon mutual written consent of the Employer and the University.
- C. This Agreement may be terminated by either party if there is failure by the other party to comply with the provisions of this Agreement.
- D. This Agreement will remain in effect until terminated on 30 days written notice by either party.

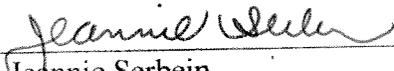
For more information or questions, contact the University's Director, Student Employment by calling (909) 335-4069 or writing. Correspondence should be sent to:

Student Services Center
University of Redlands
1200 E. Colton Avenue
P.O. Box 3080
Redlands, CA 92373-0999

PROVISIONS FOR SIGNATURES ON THE NEXT PAGE

University of Redlands

For the Employer
City of Redlands


By: Jeannie Serbein
Director, Student Employment

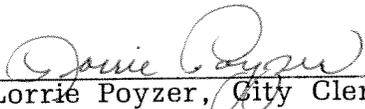

By: Employer Representative

Karl N. Haws, Mayor
Title (Please print)

9/14/02
Date

September 17, 2002
Date

Attest:


Lorrie Poyzer, City Clerk

