



OFF-CAMPUS WORK-STUDY PROGRAM

LETTER OF AGREEMENT – NON PROFIT AGENCY

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: _____

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%** of a minimum Program wage of \$7.50 per hour up to the limit of the student's financial aid work award (**gross earnings**) for work-study positions with public educational institutions, government agencies, or non-profit organizations.
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.

- 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.
 - iv. Make its payroll records for students paid under the Work-Study Program available to authorized University staff for audit purposes;
- f. 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

**ADDENDUM TO AGREEMENT COVERING OFF-CAMPUS EMPLOYER'S
PARTICIPATION IN THE WORK-STUDY PROGRAM
AUTHORIZING SIGNATURES CONFIRMATION FORM**

Department/Position

Signature

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