

WHITTIER LAW SCHOOL
OFF-CAMPUS WORK-STUDY AGREEMENT

This agreement is entered into between Whittier College, hereinafter known as the "Institution," and _____ hereinafter known as the "Organization," a private non-profit organization or public agency, for the purpose of providing work to students eligible for the Federal Work-Study Program.

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 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.

The total length of the project is approximately _____ weeks. The Organization agrees to pay _____% of the students hourly rate. The Institution will pay the total percent of student's payroll. The student may work a maximum of 20 hours a week.

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 Education which implement those Acts.

Neither the Institution nor the Organization will provide transportation for students to and from their work assignments.

The Organization is considered the employer for purposes of this agreement. It has the right to control and direct the services of the students, not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. As employer, Organization agrees to maintain worker's compensation as required by law. The Institution is limited to determining whether the students meet the eligibility requirements for employment under Federal Work-Study program, to assigning student to work for the Organization, and to determining that the students do perform their work in fact.

Compensation of students for work performed on a project under this agreement will be disbursed --and all payments due, such as employer's contribution under Federal or State social security laws, or under other applicable laws, by the Institution.

At times agreed upon in writing, the Institution will pay an amount calculated to cover the Federal share of the compensation of students employed under this agreement. Under this arrangement, Organization will furnish to the Institution time reports for each payroll period indicating the total hours worked each week in clock time sequence and containing the supervisor's certification as to the accuracy of the hours reported.

Organization agrees to indemnify and hold Institution harmless, including cost of defense, from any loss, liability, claim or judgment arising out of Organization's employment of student. Organization also agrees to provide workers' compensation insurance under State guidelines.

Name of Organization Representative

Date

Signature of Organizational Representative

Date

Signature of Institutional Representative

Date