This agreement is entered into between Drew University, as represented by the FCSP Office, hereinafter known as the "Institution" and the community service organization, hereinafter known as the "Agency," whose name appears on the last page of this agreement, for the purpose of providing work to eligible students participating in the Federal Work Study Program as established by the Economic Opportunity Act of 1964.

The Agency is a private, non-profit organization incorporated as such under state law and classified by the Internal Revenue Service as tax-exempt under Code Section 501(C)3.

The following conditions are understood and agreed to by the Agency, whose authorized representative's signature appears on the last page.

1. Students will be employed by the Institution and made available to the Agency for the performance of specific work assignments. A student may be removed from work on a particular assignment either on the Institution's initiative or at the request of the Agency in accordance with the procedures contained in the Drew University Student Employment Handbook, Rev. 1992 as amended.

2. Compensation of students for work performed on an assignment under this Agreement will be paid by the Institution on a bi-weekly basis. Time sheets will be provided to the job supervisor at the Agency. These sheets must be completed and returned to the FCSP Office in accordance with a regular schedule as set forth in the Drew University Student Employment Handbook, Rev. 1992, as amended. State Regulations stipulate that the individual who signs the employment authorization as the job supervisor must also sign each sheet personally. Duplicate records of hours worked must be maintained by the Agency for five years.

3. One hundred percent (100%) of the compensation to the student for tutoring work in Reading and Math performed on project under this Agreement will be paid by the Institution from funds received from the Federal Government. Training for the tutors is also included at one hundred percent (100%)
4. The Institution shall determine that the students meet the eligibility requirements for employment under the Federal Work Study Program. All payments due as an employer in contribution under State and local Workmen's Compensation laws, under Federal and State social security laws or under other applicable laws, will be made by the Institution. The Agency has the right to control and direct the services of the student, not only as to the result to be accomplished, but also as to the means by which the result is accomplished.

5. In accordance with Federal Work Study Program Regulations, the Agency agrees that the work to be performed by the student shall meet the following requirements:
   a. The work to be performed by students under this agreement is work in the public interest.
   b. Work to be performed by students under this agreement will not result in the displacement of employed workers, impair existing contacts for services, or will not fill positions that are vacant because the employer's regular employees are on strike.
   c. Work to be performed by students under this agreement will be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region, and proficiency of the employee, and any applicable Federal, State or local legislation.
   d. Work to be performed under this agreement will not involve political activity associated with a candidate or with a contending faction or group in an election for public or party office and will not involve lobbying on the Federal level.
   e. Work to be performed under this agreement will not involve construction, operation, or maintenance of so much of any facility used, or to be used, for sectarian instruction or as a place for religious worship.

6. The student will perform the employment functions at the physical site of the Agency and the Agency warrants and agrees that the site will be in the full compliance with all applicable OSHA regulations in effect during the period of the employment specified on the employment authorization, and agrees to indemnify and hold the Institution harmless from and against any and all liabilities, including, but not limited to, fines, claims, judgments, suits, and other actions or proceedings which are based upon or arise from any OSHA violations occurring at the student's place of employment under this Agreement.

7. The specific work assignment, the maximum hours to be performed by the student for the Agency and the hourly wage rate shall be set forth on the schedule of Employment Specifications when a particular student is hired and the Agency agrees to abide by the terms of the Employment Specifications.
8. The Agency is a responsible organization with professional direction and staff, and the Agency agrees that work performed by the student will be directly supervised and consistent with the purposes of the Federal Work Study Program. The Agency agrees to promptly report directly to the Institution any accidents involving any injury to the student.

9. The student's gross wages are limited to the amount specified on the Employment Specifications.

10. Neither the Institution nor the Agency shall have any obligation to provide either transportation for students to and from their work assignments or compensation in lieu thereof.

11. The Agency has the right-of-hiring decision. This right, as well as other decisions made during employment, are subject to the following: The Agency shall not discriminate against any student on the basis of race, sex, sexual orientation, age, religion, ethnic origin, handicap or veteran's status and to this end, the Agency shall comply with the provision of the Civil Rights Act of 1964 (P.L. 88-352: 78 Stat. 252) and Title IX of the Educational Amendments of 1972 (P.L. 92-318) and the Regulations of the Department of Education which implement those Acts.

12. The Agency agrees that it will be responsible for following the established procedures and policies of the Institution as they are explained in the Drew University's Student Employment Handbook (Rev. 1992) with respect to the following: the recording of hours worked; the changing of job functions or conditions; the termination of students; and the due dates for all forms, records, or information on all or about the Federal Work Study Program. Furthermore, the Agency agrees to follow any changes of amendments to the policies or procedures that are passed by the Institution.

13. During periods of full-time enrollment, students are considered part-time employees and should work an appropriate number of hours, not to exceed twenty (20) hours per week while classes or exams are scheduled. Students may work up to forty (40) hours per week during designated vacation weeks, semester breaks, and during the summer vacation period.
IN WITNESS THEREOF, the parties have set their hands by their officers duly authorized by date and year.

Agency

Representative Signature: ________________________________
Name: __________________________________________________________________________
Title: ___________________________________________________________________________
Agency Name: ___________________________________________________________________
Date: ________________________________

Drew University

FCSP Coordinator Signature: ________________________________
Name: __________________________________________________________________________
Financial Assistance Office Signature: ________________________________
Name: __________________________________________________________________________
Title: __________________________________________________________________________
Date: ________________________________

Organization: __________________________________________________________________
Type of Contract: Tutor _____ Non-Tutor _____