



**RAMAPO COLLEGE OF NEW JERSEY  
CAHILL CAREER DEVELOPMENT CENTER  
505 Ramapo Valley Road  
Mahwah, New Jersey 07430**

**STUDENT ASSISTANT PROGRAM  
FEDERAL WORK-STUDY/COMMUNITY SERVICE PROGRAM**

**EMPLOYER POLICIES AND PROCEDURES**

**What is the Community Service Program?**

Community Service is a federally funded Program to assist college students in performing community service with a non-profit agency. Ramapo College of New Jersey pays 100% of the student wages and is reimbursed by the agency for 25% of the students' gross earnings. For example, @ \$12.00 per hour, the agency will be responsible for 25% or \$2.50 per hour. The agency will be billed quarterly for their contribution.

**What are the criteria for employer participation in the FWS/CS Program?**

Agencies must comply with the federal regulations of the Department of Education and with college policies. Non-profit employers will provide students experience working in agencies that assist community members through:

health care	social services	child care	rural development
transportation	literacy training	youth corps	crime control/prevention
mentoring	education	recreation	support services to disabled
public safety	community improvement	welfare	students/adults

**How are agencies evaluated?**

The Federal Work Study/Community Service Coordinator will review each agency's Needs Assessment Form and Job Posting Information Form. If the agency is approved as meeting program eligibility criteria, a FWS/CS Agreement (contract) will be forwarded to the agency for signature. The Agreement is then reviewed by the Student Assistant Program for approval and signature. Copies of completed agreements and pertinent paperwork will be returned to the contracted agency. Students may then be considered for placement at the agency.

**What are the student employee placement guidelines?**

The number of work hours/week will be determined by the job description and the student employee's Federal Work Study award. Students may work a maximum of 20 hours per week while classes are IN session and 35 hours per week during academic break periods.

**How are agency jobs posted?** Qualified Federal Work Study recipients will be referred to the agency for interviews. The Community Service Program cannot guarantee applicants for all posted positions.

### **What are the criteria for student participation in the Community Service Program?**

To be eligible for employment through the Federal Work Study/Community Service Program, a student must:

- \* be a citizen or permanent resident of the United States
- \* be enrolled in an undergraduate degree program at Ramapo College and regularly attend classes
- \* be in good academic standing
- \* meet financial aid eligibility criteria for a Federal Work Study award (The amount awarded is dependent upon the individual's need to support his/her education. Student need is determined by a process of analysis established by the federal government and administered by the Ramapo College Financial Aid Office.)

### **How are students recruited and hired?**

Approved agencies are authorized to hire eligible Federal Work Study recipients. Student applicants are referred and interviewed by the agency and must meet employer application requirements and the minimum qualifications for the job. Once a candidate is selected, the agency must notify the Ramapo College Cahill Career Development Center Federal Work Study/Community Service Program and complete all required paperwork, **prior** to the onset of employment.

If a signed Agreement (contract) is in place, the next step is completion of the **Employment Form** and **Employment Agreement** by the student employee and the Agency Supervisor. The Community Service **Time Sheet** and **Pay Schedule** are reviewed with the student and the student's Supervisor.

**RAMAPO COLLEGE OF NEW JERSEY DOES NOT DISCRIMINATE IN ADMISSIONS OR ACCESS, OR IN TREATMENT OR EMPLOYMENT TO ITS PROGRAMS AND ACTIVITIES, ON THE BASIS OF RACE, COLOR, RELIGION, AFFECTIONAL OR SEXUAL ORIENTATION, NATIONAL ORIGIN, HANDICAP/DISABILITY, AGE OR SEX.**



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**STUDENT ASSISTANT PROGRAM  
FEDERAL WORK-STUDY/COMMUNITY SERVICE PROGRAM**

**AGREEMENT**

This agreement is entered into between Ramapo College of New Jersey, as represented by the Cahill Career Development Center, hereafter known as the "Institution" and the community-based organization or public agency, hereinafter known as the "Organization", whose name appears on the last page of this agreement, for the purpose of providing work to students eligible to participate in the Federal Work-Study/Community Service Program.

- I. Forms attached to this agreement bear the signature of an authorized official of the Institution and of the Organization. At least one form (Job Posting Information Form) sets forth a brief description of the work to be performed by students under this agreement, the total number of students to be employed, the hourly rates of pay, and the average number of hours per week each student will be utilized. The form should state the total length of time the project is expected to run (start-end), the total percent of student compensation that the Organization will pay to the Institution and the total percent of cost the employee's payroll contribution will be, to be borne by the Organization.

Students will be made available to the Organization by the Institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on their 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, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status or veteran status, and 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.

- A. In accordance with the Federal Work-Study Program regulations, the Organization's description to be described in the attached Job Posting Information Form should meet the following requirements:
1. The work to be performed by the students under this agreement is work in the public interest.
  2. Work to be performed by students under this agreement will not result in the displacement of employed workers, impair existing contracts for services, or will not fill positions that are vacant because the employer's regular employees are on strike.
  3. 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.
  4. 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 party office, and will not involve lobbying on the Federal level.
  5. 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.
- B. In accordance with the regulations governing the Federal Work-Study Program, no student employed under this agreement will work more than twenty (20) hours per week while classes or exams are scheduled or more than thirty-five (35) hours per week when classes or exams are not scheduled.

- II. The Organization shall be deemed the employer for purposes of this agreement. It 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. The Institution shall determine that the students meet the eligibility requirements for employment under the Federal Work-Study Program, assign students to work for the Organization, determine that the students do perform their work in fact, and disburse the appropriate compensation to them.

- III. Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.
- IV. Compensation of students for work performed on a project under this agreement will be disbursed by the Institution on a biweekly basis, and all payments due as an employer's contribution under State or Federal Social Security laws, or under other applicable laws, will be made in the Institution.
- A. For agencies that are not identified as a Non-Profit, Seventy-five (75%) percent of the compensation to the student for work performed on a project under this agreement will be paid by the Institution. Twenty-five (25%) percent of the compensation to the student for work performed under this agreement will be paid by the Organization. The Organization will be billed by the Institution on a quarterly basis.
- B. The Organization shall be responsible for insuring that the student has workers' compensation coverage while performing his or her work assignments. Workers' compensation in this case means the Organization has liability coverage through its insurance carrier.
- C. The student's gross wages are limited to the amount specified on the EMPLOYMENT FORM.
- V. The Organization will be responsible for the direct supervision of work performed and will maintain and make available to the Institution the names and qualifications of Organization supervisors. The Organization will also furnish to the Institution for each payroll period the following records for review and retention.
- A. Time Sheets will be provided to the job supervisor at the Organization. These Time Sheets must be completed for each student in accordance with the Institution's "Fiscal Year Student Pay Schedule", indicating the total hours worked each week and containing the supervisor's certification (signature) as to the accuracy of the hours reported.
- VI. Organization covenants and agrees to fully protect, indemnify and save harmless the Institution and its successors and assigns of and from any and all manner of liability, suits, actions, claims, demands, damages or expenses arising from or growing out of the employment of students under this agreement, including without limiting the generality of the foregoing, losses for damages to property or injury to persons.
- VII. The terms of this agreement are subject to change in accordance with any changes in applicable Federal Work-Study regulations.

IN WITNESS WHEREOF, the parties have set their hands by their officers duly authorized by date and year.

**ORGANIZATION:**

**INSTITUTION:**

\_\_\_\_\_

**RAMAPO COLLEGE OF NEW JERSEY**

**BY:**

**BY:**

\_\_\_\_\_  
**Print or type**

\_\_\_\_\_  
**Print or type**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**RAMAPO COLLEGE OF NEW JERSEY  
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**STUDENT ASSISTANT PROGRAM  
FEDERAL WORK-STUDY/COMMUNITY SERVICE PROGRAM**

**SIGNATURE AUTHORIZATION FORM**

**Please be advised that the below stated person has been authorized to sign time sheets as a Supervisor of Federal Work Study/Community Service Program student employees who are working for this agency. We further recognize that this signature, as indicated below, must appear on any Time Sheet submitted to Ramapo College of New Jersey for payroll processing.**

**Student supervisor:** \_\_\_\_\_  
(Please type or print)

**Title:** \_\_\_\_\_

**Supervisor's signature:** \_\_\_\_\_

**Agency name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**STUDENT ASSISTANT PROGRAM  
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**“AMERICAREADS” AGREEMENT**

This agreement is entered into between Ramapo College of New Jersey, as represented by the Cahill Career Development Center, hereafter known as the “Institution” and the community-based organization or public agency, hereinafter known as the “Organization”, whose name appears on the last page of this agreement, for the purpose of providing work to students eligible to participate in the Federal Work-Study/Community Service Program.

- I. Forms attached to this agreement bear the signature of an authorized official of the Institution and of the Organization. At least one form (Job Posting Information Form) sets forth a brief description of the work to be performed by students under this agreement, the total number of students to be employed, the hourly rates of pay, and the average number of hours per week each student will be utilized. The form should state the total length of time the project is expected to run (start-end), the total percent of student compensation that the Organization will pay to the Institution and the total percent of cost the employee’s payroll contribution will be, to be borne by the Organization. The following five (5) Forms are hereby integrated into and become a part of this agreement.

Organization Background Information Form

Signature Authorization Form

IRS 501 (c) (3) Form

Students will be made available to the Organization by the Institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on their 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, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status or veteran status, and 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.

- A. In accordance with the Federal Work-Study Program regulations, the Organization’s description to be described in the attached Job Posting Information Form should meet the following requirements:
1. The work to be performed by the students under this agreement is work in the public interest.
  2. Work to be performed by students under this agreement will not result in the displacement of employed workers, impair existing contracts for services, or will not fill positions that are vacant because the employer’s regular employees are on strike.
  3. 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.
  4. 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 party office, and will not involve lobbying on the Federal level.
  5. 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.
- B. In accordance with the regulations governing the Federal Work-Study Program, no student employed under this agreement will work more than twenty (20) hours per week while classes or exams are scheduled or more than thirty-five (35) hours per week when classes or exams are not scheduled.

- II. The Organization shall be deemed the employer for purposes of this agreement. It 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. The Institution shall determine that the students meet the eligibility requirements for employment under the Federal Work-Study Program, assign students to work for the Organization, determine that the students do perform their work in fact, and disburse the appropriate compensation to them.
- III. Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.
- IV. Compensation of students for work performed on a project under this agreement will be disbursed by the Institution on a biweekly basis, and all payments due as an employer's contribution under State or Federal Social Security laws, or under other applicable laws, will be made in the Institution.
  - A. One hundred (100%) percent of the compensation to the student for work performed on a project under this agreement will be paid by the Institution.
  - B. The Organization shall be responsible for insuring that the student has workers' compensation coverage while performing his or her work assignments. Workers' compensation in this case means the Organization has liability coverage through its insurance carrier.
  - C. The student's gross wages are limited to the amount specified on the EMPLOYMENT FORM.
- V. The Organization will be responsible for the direct supervision of work performed and will maintain and make available to the Institution the names and qualifications of Organization supervisors. The Organization will also furnish to the Institution for each payroll period the following records for review and retention.
  - A. Time Sheets will be provided to the job supervisor at the Organization. These Time Sheets must be completed for each student in accordance with the Institution's "Fiscal Year Student Pay Schedule", indicating the total hours worked each week and containing the supervisor's certification (signature) as to the accuracy of the hours reported.
- VI. Organization covenants and agrees to fully protect, indemnify and save harmless the Institution and its successors and assigns of and from any and all manner of liability, suits, actions, claims, demands, damages or expenses arising from or growing out of the employment of students under this agreement, including without limiting the generality of the foregoing, losses for damages to property or injury to persons.
- VII. The terms of this agreement are subject to change in accordance with any changes in applicable Federal Work-Study regulations.

IN WITNESS WHEREOF, the parties have set their hands by their officers duly authorized by date and year.

**ORGANIZATION:**

\_\_\_\_\_

**BY:**

\_\_\_\_\_  
**Print or type**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**INSTITUTION:**

**RAMAPO COLLEGE OF NEW JERSEY**

**BY:**

\_\_\_\_\_  
**Print or type**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**AGREEMENT #:** \_\_\_\_\_



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**REPAYMENT FORM**

Repayment Form for matching share of compensation and employer's share of Social Security payments expended by Ramapo College of New Jersey for students employed under the terms of a contract between:

Ramapo College of New Jersey and \_\_\_\_\_

1. \_\_\_\_\_ agrees to reimburse Ramapo College of New Jersey at the rate of twenty-five percent (25%) of the total earned compensation paid to students working under the terms of this contract upon receipt of a bill to be rendered on a quarterly basis, for such amount as specified in item IV of the agreement.

2. \_\_\_\_\_ agrees to reimburse Ramapo College of New Jersey for the employer's share of Social Security payments made on behalf of students working under the terms of this contract, as required by Federal and State laws, upon receipt of a bill for such amount to be rendered on a quarterly basis.

3. Reimbursement paid by \_\_\_\_\_ to Ramapo College of New Jersey in fulfillment of the obligations cited above shall be made in legal currency of the United States of America or bank draft or check valid for payment of the full amount of reimbursement in legal currency of the United States of America. Bank draft or check shall be made payable to Ramapo College of New Jersey and presented to the Director of Business Services of Ramapo College of New Jersey.

**ORGANIZATION**

**INSTITUTION**

By:

By:

\_\_\_\_\_  
 (Print or type)

\_\_\_\_\_  
 (Print or type)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

AGREEMENT #: \_\_\_\_\_





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PLEASE SUBMIT

IRS 501 (c) (3) FORM

Or equivalent non-profit status document



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**EMPLOYING AGENCY  
TIME SHEET INSTRUCTIONS**

**Students input their work time on a web-based time system according to the published payroll schedule. A paper time sheet must still be completed and signed by the agency supervisor.**

**At the end of each pay period, the Agency Supervisor must immediately fax the completed time sheet**

**Fax: (201) 684-7452**

**After faxing the time sheet, the Agency Supervisor must mail the time sheet to:**

**Ramapo College of New Jersey  
Cahill Career Development Center C-209  
505 Ramapo Valley Road  
Mahwah, New Jersey 07430  
Attention: Patty Migliorisi**



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**STUDENT ASSISTANT PROGRAM  
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**STUDENT  
TIME SHEET INSTRUCTIONS**

**Students input their work time on a web-based time system according to the published payroll schedule. A paper time sheet must still be completed and signed by the agency supervisor. The coordinator in the Student Assistant Program will approve the web time according to the payroll schedule.**

**At the end of each pay period, you are to turn in your signed and completed time sheet to your Agency Supervisor who will then fax the time sheet to the Student Assistant Program (201-684-7452).**

**Your paycheck will be available in accordance with the pay date on the pay schedule at Ramapo College in Room C209 (Cahill Career Development Center). Direct deposit is available.**