

**DICKINSON COLLEGE FEDERAL WORK-STUDY PROGRAM  
OFF-CAMPUS PROJECT AND COMMUNITY ENGAGEMENT  
FELLOWS PROGRAM PLACEMENT AGREEMENT 2023-2024**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By and between Dickinson College, and \_\_\_\_\_, hereinafter referred to as the  
'Organization.'

**WITNESSETH**

WHEREAS, Dickinson College has entered into an agreement with the United States Secretary of Education pursuant to Title IV, Part C, of the Higher Education Act of 1965, as amended, to stimulate and promote the part-time employment of the College's students who are in need of the earnings from such employment in order to pursue their course of study; and

WHEREAS, Dickinson College has received the approval of its application to the United States Department of Education for a Federal Work-Study Program providing for certain of the College's students engaging in work for public and private nonprofit organizations; and

WHEREAS, the Organization is a reliable public or private nonprofit organization with professional direction and staff and is in a position to use the services of Dickinson College's students, and the College and the Organization desire that Dickinson College's students engage in work for the Organization under the Federal Work-Study Program authorized by said Act,

NOW, THEREFORE, the parties hereto agree as follows:

1. The Organization will use the services of students referred by Dickinson College who are eligible to participate in the Federal Work-Study Program or the Community Engagement Fellows Program and who are qualified and acceptable to the Organization.
2. The work to be performed by Dickinson College's students under this Agreement will be in the public interest and will be consistent with the purposes of the Higher Education Act of 1965, as amended, and the work to be performed by said students:
  - a. Will not result in the displacement of employed workers, the impairment of existing contracts for services, or in the filling of positions that are vacant because the Organization's regular employees are on strike.
  - b. Will be governed by such conditions of employment, including compensation as will be appropriate and reasonable in the light of such factors as type of work performed, geographical region, proficiency of the student, and any applicable Federal, State, or local laws or regulations.
  - c. Will not involve any partisan or nonpartisan political activity associated with a candidate or contending faction or group in an election for public or party office, or any lobbying on the federal level.

- d. Will not involve the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship.
3. The parties further agree that the Organization will:
  - a. Provide professional and responsible supervision, control, and direct the services of Dickinson College's students furnished under this Agreement, and furnish the College with complete information, as requested, regarding students' services to the Organization under the aforesaid Federal Work-Study or Community Engagement Fellows Program.
  - b. Provide reports, fully attested to by an authorized official of the Organization, to Dickinson College of the time worked by students under this Agreement, which shall be forwarded to the College's designated representative at or prior to the end of each pay period, a schedule of which is to be provided to the Organization by Dickinson College.
  - c. Not allow students working for the Organization under this Agreement to work (i) for more than 18 hours per week during periods when classes in which they are enrolled are in session, unless specifically authorized in writing to do so by Dickinson College, and (ii) for more than 40 hours per week when such classes are not in session unless the Organization has received written authorization from the College.
  - d. Be deemed the employer of each student furnished by the institution under this Agreement, assure proper working conditions, comply with all federal, state, and municipal laws, ordinances and regulations relating to employment.
  - e. Be responsible for hiring and job termination decisions.
4. The parties further agree that Dickinson College will be responsible for:
  - a. The determination of the need of students furnishing services to the Organization hereunder in accordance with the rules and regulations of the Department of Education.
  - b. The determination of students' academic and other eligibility;
  - c. The withholding of income taxes from the wages paid each student as required by federal, state, and city regulations, and the withholding of employees' contribution as provided for under the Federal Insurance Contribution Act;
  - d. Students' coverage by workers compensation insurance;
  - e. Payment and returns of aforementioned taxes as required by law; and
  - f. Providing to the Organization a schedule of pay periods for the programs.
5. Compensation to be paid to students for work performed for the Organization under this Agreement will be paid by Dickinson College at an hourly rate to be determined by the job description and classification thereof.
6. Dickinson College will notify the Organization of the maximum amount of compensation each student may receive, without exceeding their authorized award, for work performed for the Organization under this Agreement. Should an individual student exceed their

allotment, Dickinson College will invoice the Organization for earnings exceeding the allotment at the end of the academic year.

- a. The Organization agrees to submit time report forms by the designated due dates.
7. Upon request, the Organization will permit Dickinson College, from time to time, to inspect the premises upon which any student is working under this Agreement and will review with representatives of the College the working conditions and job requirements of all such students.
8. This Agreement will at all times be subject to, and contingent upon, the availability of Federal funds to Dickinson College under the aforesaid Federal Work-Study Program for the portion of student compensation to be paid by the Institution, and will also be subject to the provisions of the Higher Education Act of 1965, as amended, and all laws and regulations subsequently adopted and pertaining to the Federal Work-Study Program.
9. The Agreement will terminate on June 30, 2024 or may be terminated at any time by Dickinson College or by the Organization upon two weeks prior written notice. This Agreement shall be subject to extension by the mutual agreement of the parties hereto in writing.

IN WITNESS WHEREOF, Dickinson College and the Organization have executed this Agreement in duplicate as of the day and year first above written.

DICKINSON COLLEGE

BY:

Laura E. Megivern, Interim Executive Director of the Center for Civic Learning & Action

ORGANIZATION NAME:

BY

(Signature)

(Printed Name/Title)