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 <u>Needs Assessment Form</u> and <u>Job Posting Information Form</u>. 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. @   Qualified Fede

interviews. The Community Service Program cannot guarantee applicants for all posted positions.

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

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"AMERICAREADS" AGREEMENT

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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 <u>EMPLOYMENT FORM</u>.

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.

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PLEASE SUBMIT

IRS c FORM

Or equivalent non government procurement

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EMPLOYING AGENCY
TIME SHEET INSTRUCTIONS

Students input their work time doing ... their spend time ... schedule. A paper time sheet ... you complete ...

At the end of each pay period the ... agency ... the voi ... sheet.

Fax

After faxing the time sheet the ... Agency ... supervisor or mu...

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