



FEDERAL WORK STUDY (FWS) OFF-CAMPUS STUDENT EMPLOYMENT

SITE AGREEMENT

This agreement is entered into for _____ (hereinafter referred to as the University and _____ (hereinafter referred to as the FWS Site) concerning _____ (hereinafter referred to as the FWS Off-Campus Student Employee).

A. PURPOSE OF AGREEMENT

The purpose of this agreement shall be to state the terms and conditions of the affiliation between the FWS Site and _____ (University) and the student in regard to the Federal Work Study Off-Campus Student Employment Program. The goal for this employment agreement is to provide opportunities for selected students to combine a work and learning experience for community service, and to develop skills fundamental to success in both public and private sectors.

B. FEDERAL WORK STUDY OFF-CAMPUS SITE OBLIGATIONS

1. The Federal Work Study Off-Campus site will provide space, facilities, and services necessary for the student to complete employment.
2. The Federal Work Study Off-Campus site will involve the student in appropriate activities—research and analysis, special projects, meetings, etc.—to enhance his or her knowledge of the decision-making and policy making processes.
3. Appropriate personnel at the Federal Work Study Off-Campus site will designate a staff member as “Site Supervisor” for the purpose of supervising the activities of the student on the site.
4. The Site Supervisor will provide a written evaluation of the student at midterm and at the end of the semester and forward these evaluations to Johnsie McAuley-Davis, University Liaison, at Governors State University Office of Student Life: jmcauley@govst.edu.
5. The Site Supervisor will advise the student employee about site rules and regulations.
6. The Community Partner is responsible for all travel expenses incurred in the performance of the student’s employment. (This does not include travel to and from the site or travel to employment or internship seminars). The student must obtain the Site Supervisor’s approval before incurring any travel expenses.
7. The Site Supervisor will arrange assignments so that the employee will be available to attend any required seminars or meetings.

C. UNIVERSITY OBLIGATIONS

1. The University will ensure that students are paid on a timely basis in accordance with receipt of the appropriate forms and/or documents.

D. GENERAL PROVISIONS

1. This agreement shall commence upon execution by duly authorized officers of the parties hereto and it may be canceled by either party upon written notice.
2. This writing shall constitute the sole agreement between the parties and shall not be revised except in writing signed by both parties.
3. This agreement shall be governed by and construed under the laws of the Federal Work Study Program and the laws of Illinois. If any provisions shall be invalid under such laws, such invalidity shall not invalidate the entire agreement, but it shall be construed as not containing the particular provision or provisions held to be invalid and all rights and obligations of the parties shall be construed and enforced accordingly.
4. Each of the parties hereto and the individuals executing this agreement for them represent to the other party that they have the requisite authority to make and enter into this agreement that such contract does not to their knowledge violate any provisions of the Federal Work Study Program.
5. THIS AGREEMENT COVERS THE PERIOD _____ to _____.

The following authorized parties hereunto have affixed their respective signatures:

_____ / _____

Federal Work Study Off-Campus Site Supervisor Date

_____ / _____

Governors State University Liaison Date

_____ / _____

Off-Campus Student Employee Date