

Duke University  
Office of Student Loans & Personal Finance  
Work-Study Off-Campus Employment/Non-Profit Agreement

*Revised 7/30*

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, between Duke University herein the “Institution” and

\_\_\_\_\_ ,  
herein called the “Organization”, is made for the purpose of providing employment to students eligible for the Federal Work-Study Program and Duke Work-Study.

It is mutually agreed upon that:

**First:** Job Description(s) and Hire Form(s) to be attached to this Work-Study Off-Campus Employment Agreement must be signed by authorized officials of the Institution and the Organization and must set forth:

1. Brief description of the work to be performed by students under this Agreement;
2. The total number of students to be employed;
3. The hourly rate of pay;
4. The average number of hours per week each student will work;
5. The total length of time the Organization expects to employ the students;
6. The total percentage of student’s earnings the Organization will be reimbursed by Institution.

**Second:** The Institution must receive a completed and signed Hire Form before the student may begin working for the Organization. Students may work a maximum of 19.9 hours per week during academic periods and up to 39.9 hours during periods of non-enrollment. Students enrolled in one or more classes during the summer may only work up to 19.9 hours.

**Third:** The Institution may remove the student from an Organization at its own initiative, or the Organization may terminate a student employee at any time. All terminations must be submitted to the student in writing, informing the student of the Organization’s intentions. Termination notice must be submitted to the student prior to the Institution reimbursing the Organization for any percentage of earnings.

**Fourth:** The student is responsible for reporting to the Organization any changes in his/her work-study allocation. **The institution is not liable for payments to students by the Organization that exceed the work-study allocation of the student employee.**

**Fifth:** The Organization agrees that no student will be denied employment or subjected to different treatment under the Agreement on the grounds of race, gender, religion, national origin, or sexual orientation. The Organization agrees to comply with the provisions of the Civil Rights Act of 1964

(Pub. L. 88-352, 78 State 252), and the Title IX of the Education Amendments of 1972 (Pub. L. 92-318).

**Sixth:** Transportation for students to and from their place of employment will not automatically be provided by the Institution. Transportation of students by Duke University will be provided as transportation is available.

**Seventh:** The Organization is considered to be the employer for the purpose 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 to be accomplished. The Institution is limited to: verifying that students perform work for which they were paid; determining if the student employees meet the eligibility under the Federal Work-Study Program, and to managing the Work-Study funding and reimbursement program.

**Eighth:** Compensation of students for work performed under this Agreement will be disbursed by the Organization. All payments due as an Employer's contribution under State and local worker's compensation laws or under other applicable laws will be made by the Organization. The Organization will provide the funds for full compensation of student employees under this Agreement. **The Organization will bill the Institution monthly for reimbursement of 90% of the Federal share of compensation for Federal Work-Study employees and for 50% of the Institution's share of compensation for Duke Work-Study. The Institution will reimburse the Organization for 90% (Federal Work-Study) or 50% (Duke Work-Study), calculated gross earnings paid to the student for all employment that a student incurs during the work study period shown on the student's work study verification form given for the academic year (August 12, 2019 – May 2, 2020), up to the amount the student is allocated in work-study. Students can NOT continue earning work-study through the Organization during the summer unless they receive a Summer Work-Study allocation and the Organization has signed a new agreement for the summer. Verification papers will clarify the valid dates of the allocation. The Institution is not responsible to reimburse for any income earned beyond a student's work-study allocation.**

Under this arrangement, the Organization will furnish to the Institution the following records for each payroll period:

1. Time reports indicating the total hours worked each week and containing the supervisor's certification as to the accuracy of the hours reported and to the satisfactory performance on the part of the student.
2. A payroll form and/or paycheck stub identifying the dates of work, the name, and the last 4-digits of the social security number of each student, each student's gross pay for that period, the net earnings, and the total amount of reimbursement requested.
3. Documentary evidence that each student received a payment for work accomplished, such as photocopies of cancelled checks.
4. Any further documentation requested by the Institution to comply with regulations pertaining to the Federal Work-Study Program.
5. **Reimbursement information must be sent on a timely basis.** Please do not wait until the end of the fiscal year to submit your reimbursements. **The institution is not responsible for reimbursement requests submitted 45 days following the end of a pay period, or after the June 15th deadline, whichever is sooner.**

**Ninth:** The Organization will make available to the Institution the name and location of employment supervisors. The Organization will permit the Institution, from time to time as it may request, to inspect the premises in which any student is working under this Agreement, and will inspect the working conditions and job requirements of the student employees.

**Tenth:** Work to be performed under this Agreement must not result in the displacement of employees, subsidize an existing employee's earnings, or impair existing contracts for services. This work will be governed by conditions, including compensation, which are appropriate and reasonable according to the type of work performed, geographical region, and the proficiency of the employee. This work must not involve the construction, operation or maintenance of any part of a facility used, or to be used, for sectarian instruction or religious worship. Further, no project may involve political activity, work for any political party, or lobbying, on the Federal, State, or local level.

**Eleventh:** Federal work-study funding may only be used to reimburse employment for students working at certified non-profits. By signing this agreement, the Organization certifies its status as a non-profit/501c(3).

**Twelfth:** This Agreement shall supersede all prior Agreements between the Institution and the Organization regarding the operation of the Federal Work-Study and Duke Work-Study Program.

**Thirteenth:** Authorization of this Agreement is inclusive of all Attachments and Schedules which may be attached to this Agreement, and acceptance of the terms is binding upon any Attachments and Schedules attached to this Agreement.

**Fourteenth:** This Agreement takes effect July 1, 2019 and will terminate June 15, 2020

Institution's Authorization: \_\_\_\_\_  
Duke University, Office of Student Loans & Personal Finance

Organization's Authorization: \_\_\_\_\_  
Signature/Date

Organization's Tax ID number: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Duke University  
Federal Work-Study and Duke Work-Study Program  
Off-Campus Employment Agreement  
Schedule 1

Part A: Job Description: Provide a brief description of the work to be performed by the student employee(s) under this Agreement. **Please also provide a more detailed job description as a separate attachment.**

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Part B: Total Student Workforce: Indicate the total number of Duke students you plan to hire under this signed Agreement: \_\_\_\_\_

Part C: Wages: Indicate the hourly rate of pay for the work performed under this Agreement:  
\$ \_\_\_\_\_

**Current rates of pay for 2019/2020, valid until June 15, 2019:**

Student Assistant General            \$10.25/hr to \$16.25/hr

Student Assistant Specialized        \$11.25/hr to \$19.25/hr

(Specialized ex: Research assistants, advanced technical and computer work, non-supervised work).

Part D: Time and Term of Employment: Work study students may only work for off-campus organizations during the academic year (8/12/2019 - 5/2/2020). Students may work a maximum of 19.9 hours per week during academic periods and up to 39.9 hours during periods of non-enrollment. Indicate the start and end dates, along with the average number of hours the student employee(s) will work per week.

Start: \_\_\_\_\_ End: \_\_\_\_\_ # of Hours Per Week: \_\_\_\_\_

Part E: Payments: You, the Organization, will pay the student(s) 100% of their wages on no less than a monthly basis.

Part F: Reimbursements: After payment has been made to your student employee(s), and you have submitted the documentation required, as outlined in the Off-Campus Employment Agreement, you will bill the institution for the percentage agreed upon in this Agreement. Upon approval of the payments and bill, the Institution will reimburse your Organization for the agreed upon amount. **Please submit all reimbursement requests on a timely basis. Reimbursement requests received after 45 days following the end of a pay period, or after the June 14th deadline, will NOT be processed.**

Duke University  
Federal Work-Study and Duke Work-Study Off-Campus Agreement  
Hire Form

I, the undersigned, confirm I have furnished the Organization a copy of my Work-Study Verification Form. I agree to notify the Organization of any revisions or changes in my work-study allocation. I understand that if I fail to notify the Organization of any change in my work-study status, the Organization will terminate my employment without notice.

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Student Name | Duke Unique ID

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Organization Name

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Job Title | Hourly Pay Rate

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Expected Start Date – Expected End Date\*

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Student's Signature | Date

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Supervisor's Signature | Date

\*Please note that work study awards for the 2019/2020 academic year are valid only between 8/12/2019 and 5/2/2020

**Return Hire Form to the Office of Student Loans & Personal Finance along with Schedule 1 upon the hiring of any Duke University Work-Study student.**

**Office of Student Loans & Personal Finance  
2127 Campus Drive, Annex  
Box 90755  
Durham, NC 27708  
Fax: (919) 684-6132  
Email: StudentLoans@duke.edu**