

- k. Submit a signed University approved Invoice Voucher, along with the student's Time Sheet (original), to the University on a monthly basis, for hours the student worked and received payment for during the prior pay period. Incomplete forms and forms received by the University more than one month after the student received payment are not subject to reimbursement.
- l. Be responsible for any injury the student receives on the job.
- m. Ensure that all appropriate staff members receive relevant information, and comply with the terms of this Agreement.
- n. Ensure the student does not experience any employment discrimination or harassment on the job.

SECTION III

The University agrees to:

- a. Determine which students meet the eligibility requirements for employment under the Federal Work-Study Program, and make awards to such students within the guidelines of the Financial Aid Office, as funds permit.
- b. Post approved Job Descriptions of the Employing Agency for Federal Work-Study eligible students to review.
- c. Inform the Employing Agency of any revision to the student's Federal Work-Study award, or the Employing Agency's Eligibility to participate.
- d. Reimburse to the Employing Agency, the appropriate percentage of gross wages earned and paid to a student who was approved by the University to work in a specific position through the Federal Work-Study Program. Reimbursement will be made within 30 days after receiving the Employing Agency's Invoice Voucher, and the student's Time Sheet, providing those forms are properly completed and submitted within the deadline stated in (j) above. Reimbursement applies only to gross wages (not employer benefits). Reimbursement rates may be lower than but cannot exceed:

- 50% Private For-Profit Agency:
- 75% Non-Profit Agency:
- 75% Non-Profit Agency Community Service Placement (except as specified below) *
- Up to 100% Qualifying Non-Profit Agency, Reading or Math Tutors/Family Literacy/Civic Education Placements**

* Community Service placements must meet the Federal Work-Study Program's definition of community service, and be approved by the Student Employment Office.

** Reading or math tutor, family literacy, and civic education placements must meet the Federal Work-Study Program definition.

SECTION IV

Reimbursement according to the terms of this Agreement shall be subject to the availability of funds to the University for that portion of the student's compensation not to be paid by the Employing Agency. This Agreement is subject to all present and future legislation and regulations pertaining to the Federal Work-Study Program during the duration the Agreement, as noted in Section VI.

SECTION V

This Agreement may be canceled by either party upon failure to comply with the terms of the Agreement.

SECTION VI

This Agreement is effective on the date signed by the University below (*but no earlier than 7/1/2021*), and shall terminate **June 30, 2022**, unless sooner terminated by default or mutual agreement.

FOR EMPLOYING AGENCY (*to be signed by authorized person within Employing Agency*)

BY: _____
Signature *PRINT NAME*

_____ _____
Title *Date*

FOR CENTRAL WASHINGTON UNIVERSITY (*to be signed by authorized CWU personnel*)

BY: _____
Signature *Date*

_____ _____
Title