Massachusetts Institute of Technology
Community Service Work-Study
Employer Responsibilities

Approval:
✓ Send proof of nonprofit status for private nonprofit organizations or tax-exempt status for public agencies. Ask the Community Employment Administrator (CEA) for a list of authorized documents.
✓ Send signed copy of the Community Service Work-Study (CSWS) Employer Agreement and Job Description.
✓ Post job in the Community Service category: http://sfs.mit.edu/node/add/job
✓ When a hire has been identified and approved for funding, confirm the student’s start and end date with the CEA before he or she starts working. A student cannot start working until he or she has received the go-ahead from the CEA.
✓ Ensure that the student worker will not displace employees or impair existing service contracts.

Pay:
✓ Select a wage that is comparable to those of other employees performing similar jobs, and at least $10 an hour.
✓ Collect, sign and submit student time sheets to the CEA at studentworker@mit.edu every Friday by 5:00pm. For weekend hours, sheets can be sent in by 10:00am Monday at the latest. Late time sheets will result in student pay being delayed, and in some cases it may become your responsibility to pay the student the full wage.
✓ Pay 25% of the student’s wages - plus 8.5% employee benefit charge for all undergraduate students over the summer and any half-time (or less) student over the year - as billed at the end of each billing cycle (Jan, May, Jun, Aug, Dec) by MIT Student Financial Services. Invoices must be paid within a month of the billing date.

Supervision:
✓ Student supervisors – identified in the Job Description - must read, sign and submit the Supervisor Agreement form to studentworker@mit.edu before any student can begin working.
✓ Restrict the student’s work to no more than 20 hours/week during term-time or 40 hours/week during the summer/breaks. Overtime is not permitted. Any hours above 40—in this work-study position or in combination with other MIT employment—will
result in wage charges increased to time and a half, charged to the agency.

☑ Ensure that if a student works longer than 5.5 hours, he or she takes a half-hour unpaid break.

☑ Do not permit the student to work during hours when he or she is scheduled to be in class.

☑ Identify a substitute supervisor to evaluate and facilitate any work being done by the student off-site if his or her regular supervisor will not be present.

☑ Plan a site visit with the CEA if organization is in the Boston area.

☑ Respond to monthly check-ins from the CEA.

☑ Complete an evaluation of the program at the end of the student’s employment.