Massachusetts Institute of Technology
Community Service Work-Study Handbook

MIT Public Service Center
77 Massachusetts Avenue, Cambridge, MA 02139
Room 4-104

Community Engagement Administrator
Phone: 617-253-0742
Fax: 617-258-9357
Email: studentworker@mit.edu
www.mit.edu/mitpsc/resources/work-study/index.html
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Introduction

In addition to coordinating volunteer projects, the MIT Public Service Center manages Community Service Work-Study jobs for students who qualify for Federal work-study. The Community Engagement Administrator’s goal is to connect student workers with schools and non-profit and government organizations striving to improve quality of life for community residents—particularly low-income or under-served individuals—or to solve specific problems related to their needs.

A work-study student typically works 4-20 hours a week during term time and up to 40 hours a week during the summer. As part of the Community Service Work-Study Program, an organization that employs a work-study student is only responsible for 25% of that student’s salary, with the remaining 75% being covered by Federal work-study. There is also an 8% employee benefits charge during the summer. MIT students can help with an organization’s immediate needs and much more because I encourage employers to use students as problem solvers.

The benefits to an organization are numerous. Here are a few:

- Access to problem solvers and creative thinkers
- A highly motivated student to tackle a project others have not been able to find time for
- The ability to influence a student’s view of the nonprofit world
- A 75% discount in the cost of student labor

The benefits to MIT students are remarkable as well:

- Work experience
- Understanding of new communities and their issues
- Seeing the results of the work he or she contributes to an organization
- Opportunities to apply lessons from the classroom
- A new understanding of his or her competencies and place in the world

If you would like to discuss adding a student worker to your staff, please contact me at 617-253-0742 or studentworker@mit.edu.
General Steps to Hiring a Student

This section describes general steps for the MIT Community Service Work-Study Program. For specifics responsibilities and numbers, see the Employer Responsibilities on page 6.

1. Write the job description
Start by deciding what tasks you would like to assign to a student worker. Is there a specific project a student could handle from start to completion? Students usually enjoy rising to the challenge of being responsible for a project, and their help can free up other staff. Could you use an additional member on a team planning an annual event or doing research for an expansion of your organization? It is understandable that students may be needed to help with day-to-day administrative work, but mixing those assignments with more challenging responsibilities will create the most rewarding experience for the student and for your organization. Feel free to call or set up a meeting to discuss what you have in mind.

2. Post the job
When you are ready, contact me with your job description and a wage, and you will receive information to post the position. There are set periods leading into the fall semester, January term, spring semester, and summer when students can be hired, so these are the ideal times to post a job! The MIT Job Listings website is only accessible by MIT students and other members of the MIT community. I will make sure your posting is listed correctly. Then interested students will contact you directly to learn more about the position.

3. Interview potential student workers
It is up to you to decide how you would like to conduct interviews. Many employers ask for a résumé and cover letter first. Others start with an informal phone conversation. If possible, it is always a good idea to follow up an initial interaction by having students come to your site for a face-to-face meeting so you can learn more about them and they can experience the atmosphere of the organization. When you find a student you would like to hire, offer them the job, but know that he or she will need to send the Community Engagement Administrator a job description application and have it approved before the position is official. Positions will be approved until the program is full during set periods leading into the fall semester, January term, spring semester, and summer.

4. Fill out some paperwork
To become an approved MIT work-study employer, you will need to send a copy of your 501c3 letter as well as sign a contract. Students will also have some paperwork to complete before they can start working. It is important that you confirm a student’s start and end date with me and wait for the green light before enabling the student to start work. If a student starts working before approval, you will be responsible for paying 100% of their wages for that time.
5. Keep in Touch
It is important that student workers have attentive supervisors at their job sites, and I will stay actively involved for the duration of the student’s employment, as well. You will receive a monthly check-in, and you should also feel free to be in touch with questions, to share information about the student’s accomplishments, or to discuss difficulties at any point. You will also be expected to fax in time sheets for every week the student works. Students will officially be hired by MIT and paid once a week, and you will receive bills for your portion of the wage at the end of each semester. When a student finishes employment, you will be asked to complete an evaluation of the program.
Community Service Work-Study Sample Jobs

Student workers can assist with a wide range of areas including analysis, teaching, strategic planning, organizing, technical support, research and implementation, just to name a few. Here is a selection of recent MIT students’ job descriptions to help you brainstorm tasks you could hire a student to work on:

**Organizing**
- Managing registration for a conference and assisting with volunteer coordination
- Assisting the Executive Director with logistics and program materials for outreach events
- Helping organize an annual fundraiser by working with sponsors and developing the banquet

**Teaching**
- Helping parenting teens develop proficiency in mathematics for their GED through one-on-one help
- Helping to run daily after-school activities such as reading to children and bringing fun, innovative, and scientific activities into the curriculum
- Working as an online mathematics tutor, including reviewing class material with individual children and assessing their progress

**Research**
- Researching and reporting on the best practices to serve and support the low-income families, seniors, and disabled individuals living in Massachusetts public housing
- Researching the environmental and social efforts of companies and working on projects that include employee engagement with climate change
- Researching best practices across the nation in recruitment and retention of talented teachers, principals, and central office staff
Promoting Your Position

So what if you don’t find a student to hire? There are many job opportunities available to MIT students, which can sometimes cause yours to be overlooked! Here are some ways to drum up attention:

- Ask me to send an email to eligible students highlighting your position
- Consider rewriting the description to make it more enticing, or even add new tasks
- Attend an MIT Public Service Center Service Fair to meet students in person
- Examine the wage in light of comparable jobs
- If your office is distant from MIT’s campus, consider allowing students to work from home for part of the time
Employer Responsibilities

Approval:
• Send a copy of a 501(c)3 letter to confirm nonprofit status, or tax-exempt letter in the case of government agencies.
• Sign a contract with MIT when a hire has been identified and approved for funding.
• Confirm a student’s start and end date with the MIT Public Service Center before he or she starts working. A student cannot start working until he or she has received the official go-ahead from the Community Engagement Administrator.

Pay:
• Select a wage of at least $9.50 an hour.
• Pay 25% of the student’s wages as billed each semester by MIT Student Financial Services (plus 8% employee benefits charge during the summer). Invoices must be paid within a month of the billing date.
• Fax time sheets to the MIT Public Service Center every Friday by 3:00pm. For weekend hours, sheets can be faxed 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.

Supervision:
• Restrict the student’s work to no more than 20 hours a week during term-time or 40 hours a week during the summer/IAP. Overtime is not permitted.
• Ensure that if a student works longer than 5.5 hours, he or she takes a half hour unpaid break.
• Identify a supervisor to evaluate and facilitate any work being done by the student off-site if his or her regular supervisor will not be present.
• Respond to monthly check-ins from the Community Engagement Administrator.
• Complete an evaluation of the program at the end of the student’s employment.
**Dismissal Policy**

It is always my goal to work to resolve conflict before discussing the possibility of student dismissal. However, if you find that a student worker isn't working out, legally you have the right to let them go at any time. I would encourage you to be open with me and the student from the beginning to see if a change in work habits is possible. If you do decide to dismiss a student, please remember to inform me as well. I recommend these steps when dealing with a conflict:

1. verbal warning
2. written warning
3. official dismissal

In my experience, dismissals are rare, and problems can usually be resolved when they are discussed. Please feel free to use me as a resource at any time!
## Academic Calendar 2013-2014

### Fall Term

#### SEPTEMBER

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### Spring Term

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Appendix A:
Community Service Work-Study Contract
This agreement (the “Agreement”) is entered into between the Massachusetts Institute of Technology, on ________________, 20__, hereinafter referred to as the “Institution” and

(Name of Agency)________________________________________________________________________
hereinafter known as the "Agency." The Agency shall be a public or private non-profit organization or a government agency qualified under the Economic Opportunity Act of 1964 as amended, and regulations thereunder governing the Federal Work-Study Program (the “Program”).

The Agency is: (check those appropriate)

_____ 1) A public organization

If so, mark which: ___ Federal ___ State ___ County ___ City ___ Town ___ Other

(Name and address of administrating body)

_____ 2) A private non-profit organization

1. The Institution shall be deemed the employer for the purposes of this Agreement.

   a) The Institution shall have the ultimate right to establish the work assignment of the student (the “Assignment”) for the Agency, including, but not limited to, any limitations in schedule and scope. The Institution shall also confirm that the students meet the eligibility requirements for employment under the Program, assign students to work for the Agency, and monitor the students’ Assignment obligations. The Institution shall provide written authorization to the Agency for each student assigned to work for the Agency under the Program prior to the inception of each student’s Assignment.

   b) The Institution shall pay the compensation to the students for the work performed under the Assignment, deduct any required income tax withholdings and make all payments due as required of employers, under workers’ compensation laws, Social Security regulations, or any other laws applicable to such employees.

   c) The Institution shall maintain for the duration of the Agreement and, prior to the commencement of the Assignment, furnish evidence of the following types and limits of insurance: i) workers’ compensation, statutory limits; ii) professional liability, $1,000,000 per claim, $3,000,000 aggregate.

2. It is agreed that neither the Institution nor the Agency shall have any obligation either to provide transportation for the students to and from their Assignments or compensation in lieu thereof.

3. It is agreed that the Institution either on its own initiative or at the request of the Agency shall have the right to remove students from their Assignments, and that students themselves, upon reasonable notice, shall have the right to terminate employment.
4. The Agency agrees that the Institution shall allow students to work for the Agency upon the Agency’s compliance with the following conditions:

   a) The Assignment is to be performed for a public or private non-profit organization.

   b) No student shall be denied work or be subject to discrimination or different treatment on the grounds of race, color, or national origin, and to this end the Agency agrees that it will comply with the provisions of the Civil Rights Act of 1964 or amendments thereto and Title IX of the Education Amendment of 1972, and the regulations of the Department of Health, Education and Welfare implementing the said statutes.

   c) The Agency shall not allow a student to begin his/her Assignment for the Agency prior to the receipt of written authorization from the Institution. If the Agency allows a student to work prior to receiving such authorization, the Agency will be responsible for 100% of the student’s total earned wages.

   d) The Agency shall provide to the student: i) adequate orientation and training required for the performance of the Assignment and compliance with all applicable Agency policies and Laws (as hereinafter defined); ii) appropriate direct supervision of the students while performing their Assignments; and, iii) proper working conditions. The Agency shall permit the Institution to inspect the premises where the student is expected to perform the Assignment if it elects to do so. Such inspection or failure to inspect shall not be construed as the assumption of an obligation by the Institution or relieve the Agency of its duty to provide a safe and proper work environment for the student.

   e) The Agency agrees to submit timesheets to the Institution on a weekly basis. Timesheets that are submitted more than one month late, may become 100% billable to the Agency, at the Institution’s sole discretion. The Agency agrees to maintain and make available to the Institution the names of Agency supervisors authorized to sign students’ weekly timesheets as attested to by an authorized representative of the Agency.

   f) No student shall perform work which will result in the displacement of employed workers of the Agency or impair its existing contracts for service, or which will involve political activity or work for any political party, or which involves sectarian instruction or other religious activities such as church, or the construction, operation or maintenance of any facility that is used, or to be used, for sectarian instruction or as a place of religious worship.

   f) The Agency agrees that it will be responsible for following the established procedures and policies of the Institution, as they may be changed or amended from time to time, at the sole discretion of the Institution, with respect to the following:

       1. Recording hours worked, executing and submitting timesheets;
       2. Changing job functions or conditions;
       3. Termination of students;
       4. Rate changes;
       5. Due dates for all forms, records, reports, or information regarding the Program.

   g) In the conduct of its general activities and the performance of any work by students, the Agency agrees to comply with any and all applicable laws, ordinances, and regulations of any governmental body, whether Federal, State, or Municipal (the “Laws”).

   h) The Agency agrees to indemnify, defend and hold harmless the Institution from and against any and all claims for property damage or personal injury or otherwise that may result directly or indirectly from the acts or omissions of the student employees while under the direction, supervision or control of the Agency, unless such claims arise from the willful misconduct or reckless behavior of the students.
i) The Agency shall maintain for the duration of the Agreement and, prior to the commencement of the Assignment, furnish evidence of the following types and limits of insurance: i) commercial general liability, $1,000,000 per occurrence/aggregate; and, ii) professional liability, to include employment practices liability, $1,000,000 per claim, $3,000,000 aggregate.

5. Number of Hours:
   a) During an academic semester, the Agency should not expect to employ the student more than 20 hours during any week in which there are classes. While the law permits exceptions to the above weekly work limitation provided that the semester average does not exceed 20 hours per week, Massachusetts Institute of Technology (“MIT”) students should not be employed for more than 20 hours a week without prior written permission from the MIT Student Financial Services Office.
   b) During the summer vacation and other regular vacation periods, students may be employed up to but not exceeding 40 hours a week. This provision is not intended to limit the rights of the student or Agency in the matter of employment for additional hours or periods of time for which compensation is to be paid from sources other than Work-Study funds.

6. In consideration of the work performed by the students made available to it by the Institution, the Agency agrees to make the following payments to the Institution:
   a) With the exception of students employed under the America Reads Program during the academic year, called ReachOut by MIT, reimbursement of twenty-five (25) percent of the total earned wages of each student employed under this Agreement, is to be paid by the Agency on a monthly basis, unless an alternative written billing arrangement has been made beforehand between the Agency and the Institution. The amount will be due within 30 days of the date of the invoice submitted by the Institution to the Agency. Students employed under the America Reads Program are fully paid by the federal government, under the Federal College Work Study Program, for the period of September through May of each academic year.
   b) Reimbursement of any and all payments required to be made by the Institution under workers’ compensation laws, Social Security regulations, or such other laws requiring employer contributions on behalf of or directly to students by the Institution as a result of their participation in Assignments under this Agreement. Such amounts are to be paid by the Agency on a monthly basis, unless an alternative written billing arrangement has been made beforehand between the Agency and the Institution.
   c) The payment provisions set forth in Paragraphs 6 a) and 6 b) above may be amended by the prior written agreement of the Agency and the Institution.
   d) If the Agency defaults on any of its reimbursement obligations required hereunder, the Institution may declare the entire unpaid amount of the outstanding reimbursement immediately due and payable without further notice to the Agency. For purposes of this Paragraph, “default” means the Agency’s failure to make a payment when it is due. If the Agency is in default, the Institution may commence legal action to seek recovery for any and all outstanding reimbursements. The Agency agrees to pay all expenses, including reasonable attorneys’ fees and collection costs which the Institution may incur in seeking recovery for such reimbursement defaults. The Agency understands that if the Agency defaults on its reimbursement obligations under this Agreement, the Institution may disclose that the Agency has defaulted, along with other relevant information, to credit bureau organizations.
   e) Should any of the provisions of this Agreement be rendered invalid, in whole or in part, by any change in applicable law or regulations, or be declared invalid by order, decree or judgment,
of a court or government agency of competent jurisdiction, the remaining provisions of this Agreement shall not be affected thereby, and this Agreement shall be construed as if such invalid provisions had not been inserted in this Agreement or as if the new law or regulations were incorporated therein.

7. The Institution and the Agency agree that the following information shall all be set forth and defined in Job Definition Schedules attached to this Agreement from time to time, and shall be legally binding on the parties hereto as if originally incorporated in this Agreement, provided such schedules are signed by authorized representatives of both parties hereto:

   a) a brief description of the Assignment;
   b) the estimated number of students to be employed;
   c) the maximum hourly rates of pay for each job as established by the Institution;
   d) the estimated length of time for the completion of the Assignment; and
   e) the total percent of non-Federal share of student compensation to be paid by the Agency to the Institution in accordance with Paragraph (6) hereof,

8. Termination.

This Agreement may be terminated at any time by the Institution or the Agency upon thirty (30) days' written notice to the other party.

9. Notices

Any and all notices, consents, or directives by either party intended for the other in respect to this Agreement shall be deemed to have been given if sent by (A) registered or certified mail, return receipt requested, with postage prepaid, three (3) days after deposit, or (B) nationally recognized overnight courier with receipt of delivery, the following business day, to the following address, unless either party shall have designated a different address by serving written notice of change of address on the other party by registered or certified mail or overnight courier service:

To Institution:  
Massachusetts Institute of Technology  
Attn: Director, Public Service Center  
77 Massachusetts Avenue  
Building 4-104  
Cambridge, MA 02139

With a copy to  
Massachusetts Institute of Technology  
Attn: Assistant Director, Student Financial Aid & Employment,  
77 Massachusetts Avenue  
Building 11-320  
Cambridge, MA 02139

To Agency:  
Massachusetts Institute of Technology  
Attn: Director, Public Service Center  
77 Massachusetts Avenue  
Building 4-104  
Cambridge, MA 02139

With a copy to  
Massachusetts Institute of Technology  
Attn: Assistant Director, Student Financial Aid & Employment,  
77 Massachusetts Avenue  
Building 11-320  
Cambridge, MA 02139

All payments sent to MIT shall be delivered to Massachusetts Institute of Technology, Student Employment, 77 Massachusetts Avenue, Building 11-320, Cambridge, Massachusetts 02139

10. This Agreement is the sole Federal College Work-Study Program agreement between the Institution and the Agency. Upon signing of this Agreement, all other agreements, either expressed of implied, are rendered null and void.
11. **Modifications.**

This Agreement may be amended only by the written agreement of the parties hereto. No provisions of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing by the Agency and Institution.

12. **Successors and Assigns.**

This Agreement shall inure to the benefit of and shall be binding upon the parties hereto. Neither party may assign its rights and/or obligations pursuant to this Agreement to another entity without the written consent of the other party, which consent may be withheld in the applicable party’s reasonable discretion.

13. The Agency agrees to provide written documentation to the Institution upon its execution of this Agreement, of its status as (a) a private non-profit organization, (b) a public or government agency, or (c) a component of a Community Action Program, established under Title II of the Economic Opportunity Act of 1964.

14. The provisions of this Agreement will be governed by the laws of The Commonwealth of Massachusetts.

**BY HIS OR HER EXECUTION HEREOF, EACH OF THE SIGNATORIES REPRESENTS AND WARRANTS HIS/HER RESPECTIVE AUTHORITY TO EXECUTE THIS AGREEMENT:**

**AGENCY NAME:**

By: ________________________________

Authorized Agency Representative

Date

______________________________

Position in Agency

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**

By: ________________________________

Authorized MIT Representative

Date

Title: ________________________________
Appendix B: 
Student Time Sheet
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Please fax this time sheet to the MIT Public Service Center, **617-258-9357** by 3:00 PM, Friday.