

Community Partner Organization Contract
Community Service Work-Study
Summer 2026

Haas Center for Public Service, Stanford University

This Agreement is entered into this 27th day of May, 2026 between Stanford University, hereinafter known as the "Institution," and Lexington-Fayette Urban County Government, hereinafter known as the "Organization," with the purpose of providing work to students eligible to participate in the federally funded Community Service Work-Study program.

The Organization listed above represents that it is a federal, state or municipal public agency or a private non-profit organization incorporated as such under state law and classified by the Internal Revenue Service as tax-exempt. The Organization also represents that its work is in the public interest since it is performed for the national or community welfare rather than to benefit a particular interest group.

The following conditions are understood and agreed to by the Organization and Institution whose authorized representatives' signatures appear on the last pages of the Agreement:

1. The Student whose name appears on the last page of this Agreement will be employed by the Institution and made available to the Organization for the performance of work responsibilities as specified in the attached job description. The Student may be removed from work on a particular assignment or from the Organization by the Institution, either on the Institution's own initiative or at the request of the Organization. Immediate termination from the program will be required if the Student must withdraw from the University for any reason. Also, if the Student's financial circumstances change and the Student is not eligible for work-study funds, removal from the program will be required.
2. The Student's work shall be in the public interest, consistent with the purposes and requirements stated in the program's federal guidelines as follows:
 - Although the following jobs may be in the nonprofit sector, according to guidelines set forward by the federal government for purposes of this program they are not considered in the public interest, and work-study funds may not be used to pay students employed in them: *jobs that primarily benefit the members of an organization that has membership limits, such as a credit union, fraternal or religious order, labor union or a cooperative; jobs involving any partisan or nonpartisan political activity or association with a faction in an election for public or party office; jobs working for an elected official, unless the official is responsible for the regular administration of federal, state, or local government; jobs working as a political aide for any elected official; jobs that consider the student's political affiliation for hiring purposes; or jobs that involve lobbying on the federal, state, or local level.*
 - *The work performed by the Student can be on-site, remote or a flexible hybrid schedule for the duration of summer 2026, however, it is subject to shift to all remote work, if necessary due to a pandemic or any unforeseen circumstance due to University or Federal Work Study policy change.*
 - The work performed by the Student shall not displace current employees.
 - No international work will be performed, even with a U.S.-based organization.
 - No work on research projects will be performed.
 - No voter registration-related work.
See CSWS website for additional details.
3. No Student will be unlawfully denied work or subjected to unlawful discrimination or harassment under this Agreement on the grounds of age, sex, race, color, disability, religion, sexual orientation or national and ethnic origin.
4. The Organization acknowledges that there will be NO expected financial contribution from the Community Partner Organization. Instead, the Haas Center for Public Service will contribute 10% of the student's total earned wages.

5. The Student's gross earnings are limited to a maximum of **\$8,500 during the summer**. The Student and the Organization are responsible for tracking the Student's total earnings to ensure they do not exceed their summer allocation. The Student is responsible for informing the Organization of any changes in their financial aid package that would affect their earnings limit. The Organization agrees they will not permit the student to work: a) before the Student's submitted application packet has been approved by the Institution and the Student has attended a mandatory summer work-study orientation or b) after the program ends on **September 15** (this date is subject to change).
6. Students will be paid a flat rate of **\$23.00 an hour** during **Summer 2026**. This rate has been established to adjust for the cost of education expenses and a livable wage in the Stanford and San Francisco Bay Area. The Institution will process paychecks twice a month upon the online submission of time sheets that are both:
 - a. Signed by the Supervisor whose name appears on the last page. If other members of the Organization will be signing the Student's time sheets, their signatures must also appear on the last page. Forging a signature on a time sheet will result in the Student's dismissal from the program. Authorized signatories will not sign time sheets in advance of the Student's work being completed.
 - b. Submitted to the Institution before the end of the pay period directly following the pay period for which hours have been recorded. Pay periods end on the 15th and the last day of the month. Students should submit their time sheet in Axess even when they work 0 hours. Supervisor signed time sheets must be submitted for record and audit purposes. The documents are necessary with all required signatures.
7. No Student working for the Organization under this Agreement will work more than eight hours in any one day and no more than 40 hours in any workweek ("workweek" shall mean Monday through Sunday). Sunday is considered a "rest" day and hours should not be logged into the timesheet unless their schedule has been pre-approved in writing and in advance by the CSWS Program Director. Hours in excess of these amounts constitute overtime, which must be paid at 1.5 times the regular rate of pay. Overtime is not permitted with this program. The Student may be asked to stop working if they do not adhere to the University and program policies. Students being paid through the University for more than one position (work-study or otherwise) may not work more than 8 hours in any one day or hours in any workweek between the two positions combined.
8. The Organization will provide professional, responsible training and supervision of the Student and will furnish the Institution with complete information regarding the Student's service to the Organization. The supervisor attests that he/she is a current employee of the Organization, is not related to the Student, and will be at the same worksite as the Student. The Student will operate within the confines of their position description, unless the Institution is notified in advance and agrees. The Student must be appropriately trained and equipped by the Organization with the knowledge and resources to do their job. The Organization will complete an evaluation of the Student participating in the program at the completion of his or her work in accordance with the instructions provided by the Institution. The Organization agrees to report in writing directly to the Institution any accidents involving any injury to the Student or any incidences of misconduct within 3 days of the incident. If any such report is made, the Organization agrees to cooperate with the Institution to gather any information needed in order to respond to the incident.
9. It is agreed and understood that for any third-party claims, the Institution will hold the Organization and its employees harmless against any and all suits and/or claims of liability for damages arising out of

any negligence or claim of negligence of the Institution, and its employees, including the Student furnishing services to the Organization under this Agreement, except for claims arising as a result of negligent supervision of the Student. The Organization agrees to hold the Institution harmless for any third-party claims against any and all suits and/or claims of liability for damages arising out of any negligence or claims of negligence of the Organization and its employees, including the employees of the Organization responsible for supervising the work of Students furnishing services to the Organization under this Agreement. Organization agrees that Institution has not screened Student for the particular job requirements at Organization nor done any form of background checks; Organization agrees that its sole remedy for poor or inadequate work performance by Student is to terminate Student. The Institution will carry workers' compensation insurance on the Student for work related injuries; the Organization will carry general liability insurance and will provide the Institution proof of insurance upon request.

10. This is the entire agreement. It is understood that no alteration or variation of the terms of the Agreement shall be valid unless made in writing and signed by the parties hereto.
11. The provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto. This Agreement cannot be assigned to other parties without the written consent of the other parties.
12. The term of this Agreement is the **Summer 2026, which begins July 1, 2026, through September 15, 2026. *These dates are subject to change based on the Student enrollment status and Financial Aid Office eligibility.*** The Organization cannot terminate this Agreement within this term without just cause. The Institution may terminate before the end of the term due to loss of funding; upon the student reaching the maximum allowable earnings specified above; if the Student loses eligibility for the program for any reason; for any breach of this Agreement by the Organization or Student; and for other just cause.

In witness whereof, the parties hereto have executed this Agreement.

INSTITUTION

Stanford University

Institution's name

Institution Signature

Date

Yvette Zepeda, Program Director, Community Work-Study Program

Print Name

Title

ORGANIZATION

Lexington-Fayette Urban County Government

Organization's Name

April 7, 2026

Supervisor's Signature

Date

Jill Farmer

Print Supervisor's Name

Recreation Manager Senior

Supervisor's Title

jfarmer2@lexingtonky.gov/859.288.2928

Email/Phone

05/27/2026

Supervisor, please list any Additional Authorized Time Sheet Signatory here Date
This person should sign in the case that the supervisor is unavailable.

Adrienne Thakur

Print Name

Deputy Director of Recreation

Title

STUDENT

Signature

Date

Print Name

SUID

Please sign and return this contract to the Student for their signature and submission to the Institution with other application materials. A representative of the Institution will complete the contract and a copy of the contract will be sent back to the Organization. This document with all the signatures is required for our audit and legal records.