

**Kentucky Community and Technical College System
Ready-to-Work Student Employee
Off-Campus Agreement**

This agreement is entered into between _____ hereinafter known as the student, _____ hereinafter known as the "Institution", and _____, hereinafter known as the "Organization", a federal, state, or local public agency; a private nonprofit organization; or a private for profit organization (circle one) for the purpose of providing work to prospective, current, and former students, including Employment Training Skills participants, eligible for the Ready-to-Work Work Study Program.

This agreement is effective for the period beginning _____ and ending _____.

The Ready-to-Work Work Study Job Description to be attached to this agreement must be signed by the student, an authorized official of the Institution, and the Organization and must set forth:

- (1) Brief description of the work to be performed by student under this agreement;
- (2) The name of the student to be employed;
- (3) The hourly rate of pay;
- (4) The average number of hours per week the student will work;
- (5) The length of the work study assignment.

The Institution will inform the Organization of the maximum number of hours per week a student may work. This will vary by student but may not exceed 30 hours per week. The organization/department must assign a site supervisor and backup who is responsible for the timely electronic approval of student's time sheets.

A students will be placed at the Organization by the Institution to perform specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution or Organization at any time. The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the basis of race, creed, color, national origin, religion, disability, veteran status or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts.

The Institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the students for the Organization. It also has the responsibility to determine whether the prospective, current, and former students, including Employment Training Skills participants, meet the eligibility requirements for employment under the Ready-to-Work Work Study program, to assign students to work for the Organization, and to determine that the students adequately perform their work. The Organization's right is limited to direction of the details and means by which the result is to be accomplished. Students may not work during the Institution's annual "Institutional Closing" (a two week period including Christmas and New Year's Day).

Students shall not be deemed to be employees of the Organization for any purpose including worker's compensation.

Student

Date

Organization Supervisor

Date

KCTCS Ready-to-Work Coordinator

Date