



IN REPLY REFER TO:

## United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Bishop Henry Whipple Federal Building  
1 Federal Drive  
Fort Snelling, MN 55111-4056

### COLLEGE WORK-STUDY AGREEMENT

For the purpose of providing work to students eligible to participate in the College Work-Study Program \_\_\_\_\_

hereinafter referred to as the school, and Region 3, U.S. Fish and Wildlife Service, hereinafter referred to as the agency, agree to the following:

Work performed under this agreement must be in the public interest and must not result in the displacement of employed workers or impair existing contracts for services.

No person will be denied work or be subjected to different treatment under this agreement on the grounds of sex, race, religion, color or national origin.

The school will be responsible for establishing student eligibility according to U.S. Office of Education guidelines and according to the agency's requirements. No student will be employed without prior approval of both the school and the agency.

Students may work up to 40 hours per week or up to any lesser maximum number of hours determined by the school. The agency will control the actual number of hours to be worked. The rate of pay will \_\_\_\_\_ per hour.

Payroll disbursements are the responsibility of the school. The agency, upon receipt of an invoice from the school, will reimburse the school for FICA taxes and for \_\_\_\_\_ percent of the student's salary. An individual invoice for each participating student is required.

Students may be removed from a work assignment by either party to this agreement. A written statement will be furnished the other party showing the reason for removal.

The agency will provide supervision and orientation regarding methods of operation and safety while performing work assignments. Work will be performed in accordance with agency rules, regulations, and policies.

The student will not be considered an employee of the Federal Government except that in the event of an accident on the job the Federal Tort Claims Act and Federal Employees Compensation may apply.

Students will be required to submit to the agency a written evaluation of the assignments and work experience under this agreement.

Any publications by the school or the students resulting in whole or in part from work assignments with the agency must be cleared with the agency prior to publication.

Work performed under this agreement does not mean that the student will receive a temporary or permanent position with the agency upon completion of the assignment or upon graduation from the school.

Transportation for students to and from their work assignments will not be provided by either the school or the agency.

If the agency places students in a travel status for special assignments, travel and/or pre-diem costs will be paid by the agency according to government regulations.

Uniforms, if required by the agency, will be furnished by the agency.

Nothing in this agreement shall require either party to perform any service or expend any funds in an absence of a specific agreement therefor.

This agreement becomes effective upon signature of both parties and shall terminate on \_\_\_\_\_ or 30 days after receipt of written notice by either party.

DATE: \_\_\_\_\_

For the Agency

By: \_\_\_\_\_

Title: \_\_\_\_\_

DATE: \_\_\_\_\_

For the School

By: \_\_\_\_\_

Title: \_\_\_\_\_