

## **Non-Profit Organization Work Study Agreement**

Agreement between Queen's University at Kingston, for and on behalf of Career Services and Student Awards and \_\_\_\_\_ hereinafter known as the 'Employer'.

Queen's University administers the Work Study program hereinafter called the 'Program' to provide financial assistance to students in need. Implementation of the Program will be done jointly by the University and the Employer. As a condition of being accepted to the Program the Employer agrees to:

1. Provide Career Services with a job description for each unique position the Employer wishes to fill via the Program. The University reserves the right to inspect the work site for each job submitted.
2. Review only those applications received from students approved by Student Awards for the Program.
3. Orient, train, and supervise student employees in accordance with the requirements of all pertinent Ontario Occupational Health & Safety regulations.
4. Inform, complete either an Incident Report and/or WSIB Form 7 for any workplace injury and submit the Incident Report/WSIB Form to Work Study Coordinator by the end of the injury day.  
(<http://www.safety.queensu.ca/incident.htm>)
5. Inform Work Study Coordinator immediately when a decision has been made to terminate a student for cause.
6. Inform Work Study Coordinator with not less than 2 weeks once a decision has been made to terminate a student due to lack of work.
7. Approve bi-weekly time sheets of students employed under the Program according to the schedule provided by the University and send to Student Awards.
8. Confirm that you are a Non-profit organization operating in Kingston or the Kingston area.
9. Complete and return 'Safety Orientation Checklist' within one week of student starting work.

The Employer further agrees not to displace any existing staff through employment of Work Study students.

Work Study Coordinator, Sheila Hutchison <a href="mailto:wkstudy@queensu.ca">wkstudy@queensu.ca</a> (613) 533-6000 ext 74044
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The University agrees to:

1. Advertise all of the Employer's Work Study job postings in a timely and effective manner.
2. Receive, via Student Awards, approved time sheets for Work Study students and issue salary payments according to the schedule supplied to both students and the Employer.
3. Provide the Employer with a wage subsidy of 100%, including vacation pay and employer paid deductions, for each Work Study student hired.
4. Should an Employer request it, act as a facilitator/mediator of last resort, in the event of a dispute between the Employer and the Work-Study student(s).

We have read the above contract and agree to the conditions and responsibilities outlined therein.

Signed in the City of Kingston on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(for the University)

\_\_\_\_\_  
(for the Employer)

Name(printed)\_\_\_\_\_

Name(printed)\_\_\_\_\_