



MIT
PUBLIC SERVICE CENTER

Room W20-549, 77 Massachusetts Avenue, Cambridge, MA 02139
Phone: 617-253-8065 Fax: 617-258-9357 Email: studentworker@mit.edu

Massachusetts Institute of Technology Community Service Work-Study Employer Responsibilities

Approval:

- Send copy of a 501(c)3 letter to confirm nonprofit status, or tax-exempt letter in the case of government agencies.
- Send two copies of a signed Employer Agreement with MIT and a signed copy of Job Description.
- Post job on the Student Job Board (<http://sfs.mit.edu/node/add/job>) in the Community Service category.
- When a hire has been identified and approved for funding, confirm the student's start and end date with the Priscilla King Gray Public Service Center before he or she starts working. A student cannot start working until he or she has received the go-ahead from the Community Employment Administrator.
- Ensure that the student worker will not displace employees or impair existing service contracts.

Pay:

- Select a wage that is comparable to those of other employees performing similar jobs, and at least \$10 an hour.
- Scan and email time sheets to the Priscilla King Gray Public Service Center at studentworker@mit.edu every Friday by 3:00pm. For weekend hours, sheets can be sent 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.
- Mail or hand-deliver original copies of time sheets to the Community Employment Administrator at the end of each month.
- Pay 25% of the student's wages as billed each semester by the MIT Student Financial Services. An additional 8% employees benefits charge is applied during the summer. Invoices must be paid within a month of the billing date.

Supervision:

- Restrict the student's work to no more than 20 hours/week during term-time or 40 hours/week during the summer/IAP. Overtime is not permitted. Any hours above 40—in this work-study position or in combination with other MIT employment—will result in wage charges increased to time and a half, potentially charged to the organization.

- Ensure that if a student works longer than 5.5 hours, he or she takes a half-hour unpaid break.
- Do not permit the student to work during hours when he or she is scheduled to be in class.
- 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.
- Plan a site visit with the Community Employment Administrator if organization is in the Boston area.
- Respond to monthly check-ins from the Community Employment Administrator.
- Complete an evaluation of the program at the end of the student's employment.