



City of Cambridge

4.

IN CITY COUNCIL

June 3, 1974

Councillor Wylie

ORDERED:

That this City Council participate in the Federal government's College Work-Study Program administered by several universities in the Boston area, described in the attached proposal, under which any of the City Councillors who would wish to do so could be assigned a work-study student for a ten week period this summer at a cost to the City of 82.5¢ per hour (30% of the total wage of \$2.75 per hour,) provided that the maximum expenditure does not exceed \$2,970. (Nine Councillors X ten weeks X forty hours/week X 82.5¢,) and be it further

ORDERED:

That the City Manager be and hereby is requested to give local student residents top priority in the implementation of this program, and be it further

ORDERED:

That Massachusetts College of Pharmacy be accorded equal consideration with the universities and schools in the selection of students for the Work-Study Program.

In City Council June 3, 1974.

Adopted by the affirmative vote of 6 members.

Attest:- Paul E. Healy, City Clerk.

A true copy,

ATTEST:-

A handwritten signature in cursive script, reading "Paul E. Healy".



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In City Council June 3, 1974.

Adopted by the affirmative vote of 6 members.

Attest:- Paul E. Healy, City Clerk.

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We propose that the Cambridge City Council participate in the College Work-Study Program funded by the Federal Government. We seek to provide members of the City Council with valuable research assistants on matters of great community importance. And, with the aid of the Federal Government, we seek to involve some of our most able college students in our continuing effort to improve the quality of urban life in Cambridge.

INFORMATION REGARDING THE COLLEGE WORK-STUDY PROGRAM (CWSP)

Purposes and Objectives of the College Work-Study Program

The College Work-Study Program was initiated by Congress in 1965, and has now become an integral part of the federal government's effort to provide financial aid to students from low income families. In addition, its purpose is to stimulate and promote the use of qualified college students in community action programs and in health, welfare, and recreational activities sponsored by public and non-profit private organizations.

Who may employ students?

Students eligible to be employed under CWSP may work in approved positions created within various non-profit private or public agencies. They may not work (either directly or indirectly) in or for any private profit-making concern or any religious or purely political organization.

May I replace some of my existing staff with CWSP students?

The answer to the question must be a definite "NO." The Higher Education Act specifies that positions to be filled by students participating in CWSP must be newly created for the most part,

that they must be in the public interest and must, whenever possible, promote the educational goals of the student. Ideally, employment of a CWSP student should free the regular staff to attend to vital projects which could not previously be implemented for lack of personnel. An agency may not replace an already employed staff member with a CWSP student if such action would cause the previously employed person to be dropped from the agency payroll. Likewise, agencies wishing to employ CWSP students must take care to insure that employment will not impair existing contracts for services (such as maintenance, cafeteria, and similarly contracted services).

What are the obligations of a participating employer?

Basically, the supervisor must undertake at the time of employment of the student to see that the jobs meet CWSP requirements. A job description form (see attached form #1) is furnished to the agencies, on which they can enter data as to their current needs, rates of pay, etc. In cases of uncertainty, the supervisor is expected to communicate with the Work Study Office. Once the student has begun work on an approved project, the supervisor must undertake to evaluate the student's progress. No student should be dismissed from his position without notification to the Work Study Office (the Work Study Office refers to the organization within any college or university which directs the CWSP), and notice should be given if a student terminates unexpectedly or has a consistently poor performance record.

How are students paid?

Although the following specifically relates to Harvard, other colleges and universities have similar procedures. Students working for Harvard will receive weekly checks prepared by the University and mailed to a student's local address. Students

working for off-campus agencies may receive weekly checks either from the Agency or from the University, depending upon Harvard's contractual arrangements with the Agency. Agencies in the Greater Boston area which use the Harvard payroll services will be billed monthly for their share. Agencies outside the Greater Boston area which use Harvard's payroll services, must deposit their share of the payroll in advance, and Harvard will issue student checks only after this payment is received. In order for students to receive regular payment, the supervisor must file a weekly report of the hours worked by the student, his rate of pay, and the quality of his performance. A standard card form is furnished to the employer for this purpose. This card must be completed by the supervisor each week for each student and forwarded to WSO as soon as possible after the completion of the work-week in question, and in any case must be received by WSO not later than noon on Tuesday of the week following the week worked. Students' names cannot be placed on our payroll until these cards have been received and processed by WSO. Checks are prepared and distributed by the Comptroller's payroll department.

Agencies which issue student checks will provide employment records for students and bill the University regularly (usually monthly) for the federal share of the payroll. The Federal Government requires that students be paid on a weekly basis.

What financial obligations do participating agencies undertake?

By its terms, the Higher Education Act provides that a maximum of 70% of a student's wages are to be provided by the Federal Government in the form of a cash grant to be administered by the University.

An off-campus agency is responsible for contributing the employer's share under the Federal Insurance Contribution Act (Social Security), unless it is exempted from making such payments for regular employees.

An off-campus employer, using the Harvard payroll service, will be billed monthly an amount equal to 70% of the gross wages earned by the student during the pay period. Or, under the alternate method of payment, if the agency wants to pay the student for 100% of his gross wages, and make whatever deductions are necessary, it may then present the hours cards and a bill for 70% of the total wages to Harvard and receive regular reimbursement from the University. (See the list of possible contract agreements. Harvard's plans are similar to plans of other colleges.)

How long can a job continue?

Term-time jobs begin as early as October 1, and may continue to June 1. Summer jobs begin as early as June 15 and may continue until September 15. In all cases, the work periods are finally determined by the employer in consultation with the Work-Study Office. No job may extend through the period June 1-15 or September 15-30. These are periods for "closing out" one segment of the program and planning for succeeding ones. For administrative purposes, no exceptions can be made to the "no-work" policy during these periods. Agencies which employ students for those periods will be responsible for the full amount of their wages.

How does a prospective employer make application?

To be approved, each prospective employer (non-profit agency) must have on file in the Work-Study Office a statement of purpose, a directory of officers or responsible officials, and a listing of the major sources of financial support. Job descrip-

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tion forms for prospective employers are available in the Work-Study Office. When an agency has been approved for Work-Study support, and the job description has been approved, the job description form is put in a notebook for examination by all eligible Work-Study students. Students decide which employers they want to call, and are encouraged to talk to supervisors listed on the job description form.

When employer and student have come to an agreement about a particular job, the student must go to the Work-Study Office for a Referral Slip. This slip certifies that the student is eligible for Work-Study support, and is the signed agreement between the employer and student under the Work-Study Program. It must be returned to the Work-Study Office before a student can be paid.

Please note: No employer should accept a student as eligible for Work-Study support unless he gets a Referral Slip from the Work-Study Office.

When an agreement between the employer and student has been reached, and his hours and pay rate established, a contract between the Work-Study Office at Harvard and the employer is sent for the employer's signature. This signed contract must be returned to the Work-Study Office before any pay checks can be issued.

The cost for providing nine research assistants for the Cambridge City Council, based on ten weeks service and forty hours work per week would amount to a total of \$2,970. This represents 3600 work hours at 82.5¢ per hour, the city council's share of 30% at \$2.75/hour wage.

We Believe the adoption of this proposal would be of benefit to the city council, as it would allow for an economical way of providing research assistants to aid the council in its duties.

HARVARD UNIVERSITY
COLLEGE WORK-STUDY PROGRAM
STUDENT EMPLOYMENT OFFICE
BYERLY HALL
CAMBRIDGE, MASS. 02138

OFF CAMPUS _____
ON CAMPUS _____

JOB DESCRIPTION SHEET, SUMMER 1974

Name of Faculty, Department or Agency: _____

Address (in full, please): _____ Zip Code: _____

Name(s) of Work-Study Supervisor(s): _____ Phone: _____

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1. NAME of specific student if known: _____
 2. NUMBER of students requested: _____
 3. DESCRIPTION of work in which students will be involved (please be specific): _____

4. QUALIFICATIONS necessary for students: _____

5. OTHER INFORMATION:

- a. Beginning date _____
- b. Terminal date _____
- c. Hours per week _____
Jobs are 40 hours per week maximum for 400 hours. Students will be approved for a maximum of 10 weeks beginning July 1, 1974. Maximum salary schedule. Freshmen and Sophomores \$2.50; Juniors and Seniors \$2.75; Graduate Students \$3.00 per hour. Federal funds will be used to provide 70% subsidy for each student employed under the Work-Study program.
- d. Is the salary schedule satisfactory? Yes No _____
- e. If "no", what is your maximum wage scale? _____

TO: Prospective Employers of Harvard students under the
College Work-Study Program

RE: College Work-Study Program

Contracts for the employment of Harvard Work-Study students with non-profit, non-political and non-religious agencies may be written on one of the following bases. Please check the contract type which you would like to have sent, and return this slip to the Harvard Work-Study Office.

☐ The Agency will be the legal employer, and make Social Security returns to the federal government, but Harvard, with Agency certification, will issue paychecks and bill the Agency for its 30% share.
NOTE: THIS OPTION IS NOT AVAILABLE TO ANY AGENCY OUTSIDE THE GREATER BOSTON AREA.

☐ The Agency will issue paychecks, and bill Harvard for its 70% share of the payroll.

☐ The Agency will be the legal employer, but Harvard will issue the paychecks AFTER the Agency has paid its 30% share IN ADVANCE. No paychecks will be issued by Harvard unless the matching 30% share has been paid by the Agency.

Name of Agency: _____

Address: _____

Please return this form, and proper contracts will be sent for your signature.

Ms. Nancy Moore
Harvard-Radcliffe Student Employment Office
Byerly Hall
Harvard University
Cambridge, Massachusetts 02138



City of Cambridge

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June 3, 1974

Councillor Wylie

ORDERED:

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Order # 4

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C. Wylie re: Federal government's College
Work-Study Program.

In City Council,

June 3, 1974

Amended

*Private
Laws
passed
95
First
Choice*

*Order with
4 amendments
adopted*