The Grinnell College Service Learning Work Study Guidebook

Grinnell College’s Center for Careers, Life, and Service hosts The Service Learning Work-Study Program (SLWS) as a civic and professional development work program that partners with local organizations to build change-making capacity within the community.

What is Service Learning Work-Study
The Service Learning Work-Study Program, hosted by Grinnell College's Center for Careers, Life, and Service, is a work-study program open to all Grinnell College students who are eligible for campus employment. The program provides community based, paid positions, civic and professional development, as well as peer learning communities for students.

Careers, Life and Service
Mission:
The CLS's service and social innovation team seeks to engage and equip the next generation of socially just change-makers.

Vision:
Our vision is to design and support mutually beneficial partnerships that are community driven and serve the common good. These partnerships shall leverage the unique expertise and interests of our community as well as that of our students, faculty, staff, and alumni. In this manner we aim create a socially just opportunities for students to intentionally explore how service and social innovation may blend with one's personal values, academic interests, and emerging professional skills and goals.

Values:
- **Sustainability:** Service and Social Innovation endeavors should be contextually responsive, well researched, fiscally responsible, and aim toward respectful, sustainable positive change. Every effort should be made to understand the larger social, economic, and environmental consequences of proposals and projects and should not only focus on short term solutions, but longer term, systemic change.
- **Diversity & Inclusion:** Service and social innovation endeavors inevitably entail cross-cultural experiences. Successful endeavors acknowledge the power dynamics at play in the activity and honor the strengths and voices that each participant brings to the table.
- **Reciprocity:** Service and Social Innovation endeavors do not only benefit the community. Each participant both gives and receives. Every effort should be made to develop relationships where all parties honor each other's needs and strengths while also assessing the equity of how each party is both giving and receiving.
- **Collaborative Partnerships:** Service and Social Innovation partnerships should be characterized by mutual trust and respect, guarding against becoming colonialism in the guise of service.
**Principles of Partnership:**
Community based work relies on partnership and collaboration. The Grinnell College community subscribes to and practices the 9 Principles of Partnership in all service, social innovation, and volunteer work.

1. Partnerships form to serve a specific purpose and may take on new goals over time.
2. Partners actively strive to understand each other's needs and self-interests, and develop a common language.
3. The partnership builds upon identified strengths and assets, but also works to address needs and increase capacity or growth of all partners.
4. The partnership seeks to balance power and share resources among partners.
5. All partners have input in establishing clearly articulated principles and processes for the partnership.
6. 
7. Partners seek to agree upon a mission, values, goals, measurable outcomes, and accountability for their partnership.
8. There is feedback among all stakeholders in the partnership, with the goal of continuously improving the partnership and its outcomes.
9. Partners share the benefits of the partnership's accomplishments.
10. Partnerships can dissolve and may need to plan a process for closure.
Program Expectations

This is a brief outline of what can be expected from the various stakeholders in the SLWS program. A more detailed account of responsibilities is outlined in the Community Partner Agreement found in appendix E.

Grinnell College, Careers, Life and Service Expectations:

- Employer of record
  Grinnell College is the employer or record for all SLWS students. Community partners serve as onsite supervisors.

- Payroll
  SLWS student are paid through the college's ADP payroll process. Students should enter their hours after each work shift. The CLS staff person overseeing the SLWS program will approve hours through the payroll process on a biweekly basis. Sites shall keep a record of the hours students work for their own records. Periodically CLS staff will call to verify hours worked.

- Student Learning and Community Impact Assessments
  The SLWS program, in partnership with Grinnell College's Office of Institutional Research, will periodically review student learning outcomes and assess the impact of the program on our community partners. In order to continue in the program it is expected that students and partners will complete these assessments within the allotted timeframe. Offer and Hiring

- Recruitment and Hiring
  All students must go through the SLWS hiring process and complete the registration prior to working paperwork and enable the hire to complete

  The CLS will approve Community Partners for participation in the program, work with partners on creating a job description, assign a specific number of student work hours for each organization, and give the organization a SLWS MOU to complete and sign prior to participation in the annual SLWS recruitment and hiring process.

  The CLS will collect position descriptions annually at the beginning of July and will advertise approved positions to the student body at the start of the fall semester. Community partners are part of the interview process and select student hires that are the best fit for their organization.

  Spring or Ongoing Hiring
  Occasionally a SLWS position will become available at an alternative time during the school year. The CLS will work with community partners on a case by case basis to determine the feasibility of an off cycle recruitment and hiring process.
Student Worker Expectations
Service Learning Work-Study, student workers agree to a series of expectations that can be viewed in the appendix B of this document.

Students in the SLWS program can expect to engage, practice, and strengthen their work experience through a civic and professional development community. The program offers three styles of collaborative development opportunities:

1. Students hired into SLWS are expected to participate in the Service Learning Work-Study Campus Community, where they are able to engage with their cohort around professional and paid educational opportunities. The SLWS Community meets monthly to draw connections between the students' experiences in the community, what they are learning through their liberal arts education, and their personal values & goals.
2. Students may participate in a variety of workshops.
3. Students are asked to reflect upon their SLWS experiences, evaluate what they have learned and identify further civic and professional development goals. of work on a semester basis and confirms continuance or resignation from a position.

Working During Scheduled Class Time Is Prohibited
Students are not permitted to work during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, or if the student is receiving academic credit for their employment. Any such exemptions must be documented.

Community Partner Expectations:
• What may SLWS students do for community partners?
  Service
Community service jobs are those that increase capacity and are usually designed to directly improve local community members' quality of life -- paying particular attention to the needs of our at risk communities. Such jobs include, but are not limited to specific projects in:
  • health & safety,
  • hunger & nutrition,
  • child care and education (especially in areas of family & early literacy as well as math proficiency)
  • environmental justice,
  • human rights,
  • social services,
  • youth service or youth corps,
  • housing & social wellbeing,
  • crime prevention and control,
  • Mentoring,
  • Tutoring,
  • recreation & the arts,
● services for persons with disabilities,
● sustainable agriculture,
● reducing poverty & its negative effects;

○ Service Learning Work-Study students should be performing work that a volunteer, with focused time and dedication, could be expected to do for the organization.
○ SLWS students work should not be mission critical as the students are still learning and will likely make mistakes. Such mistakes should not threaten the very existence of an organization.
○ The involvement of a SLWS student may not displace regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;

● On-site Supervisor
  ○ The partner site shall provide an on-site supervisor that is committed to mentoring and developing the SLWS student professionally and civically.
  ○ The site supervisor is expected to be in regular communication with the SLWS student and provide timely and appropriate feedback.

● Consistent Work Environment
  ○ The partner site shall provide regular and reliable hours of work according, not to exceed allotted number of weekly hours per community partner agreement.
  ○ The partner site shall identify clear and consistent projects that are manageable for a dedicated volunteer

● Job Description
  ○ The partner shall provide a job description that is sufficiently clear and explains how the work fits within the context of the mission of the organization
  ○ The job description shall list essential responsibilities, character traits that are desired, and approximate times spent on duties

● In collaboration with the CLS the community partner may terminate the employment of a SLWS student.
Community Partner Meet-Ups
The SLWS program will offer 2-4 partnership meet ups throughout the year. This is an opportunity for local supervisors to meet, collaborate, and participate in the development of their work through students.

What is the value of volunteer time?
Occasionally, organizations need to know how to quantify the volunteer time committed. Independent Sector and Volunteering America provide valuable information for understanding volunteer impact nationally and statewide.

Joining Service Learning Work-Study

Application and cycles

May:  SLWS Evaluations for student workers and community partners.
      Community Partner Annual Review and confirmation of upcoming participation

July:  Community partner positions descriptions review and hours allocation

Aug:   Partner interview Scheduling and partner On-boarding

Sept:  Interview week and SLWS offers
       Student Onboarding for SLWS
       Start placement with partner

Oct:   Fall Break- Limited student work
       Community Partner Check-in with SLWS staff

Dec:   SLWS Evaluations for student workers and community partners
       SLWS pilot positions accepted
       Winter break - No student work

Jan:   Summer internship descriptions posted
       Spring openings reviewed
       Interview week and SLWS Offers

Feb:   Start placement with partner

March: Spring break – Limited student work
Interviewing
Community partners will select a time slot for on-campus or skype interviewing. From their applicant pool, they may select up to four top candidates for interview.

Candidates will be notified of their selection and call into the CLS office to confirm an interview time. All candidates should prepare for the interview and dress in appropriate attire.

Once candidates are interviewed, community partners will submit their selected candidates for position to the CLS staff person.

Candidates will be notified of their offer by the CLS. To accept the position, candidates will sign of Service Learning Work-Study Agreements.

Hiring
Hiring typically takes place at the start of a semester. Most Service Learning Work-Study positions are filled during fall. However there are times when positions may be filled mid-semester. All official hiring letters must come from the Center for Careers, Life, and Service and be processed by Grinnell College before the start of a Service Learning Work-study.

During the Annual Review in July, college and federal work-study funding is allocated to the Service Learning Work-Study program. Based on the funding available, the Service Learning Work-Study program allocates a number of hours a week to community partners.

- Position descriptions are annually collected at the beginning of July and are advertised to the student body at the start of the fall semester. Community partners are part of the interview process and select student hires that are the best fit for their organization.
  - For positions that are vacated or for community partners who shift their allocated hours, a small spring hiring process is available at the end of January.
  - Occasionally a SLWS position will become available at another time during a semester. The SLWS program will share the announcement widely and work with community partners one-on-one to create an interview schedule.

Based on the number of hours a week a community partner may choose to divide the hours to meet their organization's goals. There are several options for hiring.
- Partners may choose to rehire a student worker that has been working with them
- The partner may choose to hire an intern that has been working with them
- The partner may choose to enter the interview process and hire a new student

Rehiring former SLWS Students
Rehiring a student worker is built into the evaluation process for the Service Learning Work-Study program. SLWS students indicate their interest in returning to the positions. Partners can also indicate their interest in having the student return. If both parties are interested, the SLWS student availability it indicated on the Community Partner Rehiring form.
**Hiring a Summer Intern**

If a community partner is hiring a former intern for open hours at the organization, they may enter the student’s name into the SLWS Rehiring form available to partners over the summer. The intern must be aware they are not only being hired by the organization, but there are committing to a professional development community.

**Hiring in New SLWS**

- For community partners interested in interviewing new candidates, positions descriptions will be pulled from the Annual Review shared in July.

- Community partners will have the option of reserving interview space on campus to host 4 top tier candidate interviews.

- Community partners will have an opportunity to read over incoming applications and will select up to 4 candidates to interview during their selected time.

- Once interviewed, community partners can make their selection for the position. Submitting their selected candidate/s to the Center for Careers, Life, and Service for final review and hiring process.

- Selected students will receive a hiring notification from the CLS and be asked to agree to the terms of work.

**Weekly Hours Allocation**

Each year, community partners taking part in the SLWS program are allocated a weekly number of work hours from the program. Dependent on the yearly funding, hours may vary, however the program seeks to maintain similar hours for community partners each year.

Weekly hours may administered as the community partner sees fit to suit the organization’s need, so long as the SLWS workers don’t work more than their allotted hours.

Both community partners and SLWS may have changing needs over the course of a year. We encourage supervisors to check-in with SLWS students to ensure the hours and workload match. If adjustments in a SLWS student’s weekly hours need to be made, please confer with the student and notify the CLS staff person of the change.

**Payroll**

SLWS students are responsible for entering in their weekly work hours for the program. Through the SLWS program, Grinnell College is considered the employer of record and are paid through the college’s ADP system. Instructions on how to use ADP can be found here

The Careers, Life, and Service staff will approve payroll hours on a bi-weekly basis. Should a SLWS student miss the payroll deadline for entering in hours, it is the student’s responsibility to
contact the CLS staff person and share a record of their work time, with date, start and end time, and total hours.

All students starting out with Service Learning Work-Study begin at $8.50 per hour, as comparable to a campus job. Those students engaged in the SLWS Fellows program are paid a student wage rate of $9.10 per hour.

**Pre and Post- Evaluations**
The SLWS program, in partnership with Grinnell College’s Office of Institutional Research, will continually collect and review student learning developments from all parties. Evaluations of student performed work are a required part of

The post-evaluation serves as a check point and catalyst in determining a student’s interest in continuing their Service Learning Work-Study position. Students are required to indicate their return or departure from the program via the evaluation. Students who do not complete an evaluation are not eligible to start work with the program.
Program Requirements & Work Schedule

The Service Learning Work-Study Student Program
Students joining the Service Learning Work-Study program are part of a larger network of students focused towards collaborating with community partners to build professional civic and service impacts. As part of the program, students not only work with community partners, but bring back what they’ve learned to the SLWS community.

- Monthly SLWS student community meetings are required to address cross industry issues, increase student leadership, and develop personal skillsets.
- Co-Working Space is an optional opportunity for work-study students to develop issue based ideas. Using their work-study experience, students share similar issues or are working on similar programming will have an opportunity to develop, share, and receive peer feedback to enhance their work in the community.
- Professional Development Workshops are specific professional development needs, articulated by students or community partners that serve to enhance a particular skill set. Identified skills have been anywhere from grant writing to understanding bias in the workplace.

Students can find more details on the Service Learning Work-Study Grinnellshare page.

Volunteering at Worksite
Students engaged in the Service Learning Work-Study program are not permitted to volunteer additional hours at their worksite. If students are hoping to engage with more volunteer work throughout the community, the CLS is happy to support SLWS students in finding additional volunteer work outside of their site location that meets their unique interests.

Work Eligible Schedule
Service Learning Work-Study (SLWS) workers and fellows engaged in the program are eligible to work during academic semesters, but may not engage in work over break periods. Supervisors and SLWS students will determine the student’s schedule based on the hours available, need of the organization, and student’s academic workload. Projected schedules will be reported back to the Careers, Life, and Service staff.

For more information about the academic calendar year, please see Grinnell's Five-Year Calendar.

Weekly Hours
Each community partner organization has an allotted number of hours, which can be divided among one or more student hires. SLWS workers typically engage in 2-5 hours of work and SLWS fellows are expected to work up to 10 hours weekly.
The exception to this expectation is oftentimes finals week (or the week prior). At times like these, SLWS students should talk with their supervisor to work out individual arrangements as needed.

**Absences**
The program asks individual SLWS students to work with their supervisor early on to decide upon a policy for absences. Past supervisors have found it useful to establish expectations for absences at the beginning of the year so that a policy is in place if the SLWS must miss work. Things to consider during this discussion include: whether missed hours should be made up, the SLWS student’s schedule, community partner organization’s needs, and advance notification requirements.

If absences are frequent or have breached the agreed upon policy, please notify the CLS staff.

**Schedule Changes**
Should a change in schedule need to be adopted, SLWS students or community partner should work together to arrange for anticipated schedule changes in advance. Supervisors may choose to modify the work schedule.

**Students Confidentiality Notice (Appendix C)**
Each student worker signs a confidentiality notice as part of Grinnell College. This notice extends to their work with community partners. However, if your organization has additional requirements or a specific notice, please be sure to review your SLWS student.

**Title XI (Appendix D)**
Grinnell College is committed to establishing and maintaining a safe and nondiscriminatory educational environment for all College community members. It is committed to a policy of nondiscrimination in matters of admission, employment, and housing, and in access to and participation in its education programs, services, or activities. The College does not discriminate on the basis on race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, pregnancy, childbirth, religion, disability, creed or any other protected class. Discrimination and sexual harassment on any of the bases covered by federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy.

**Formal Review**
The Service Learning Work-Study program does provide evaluations to both the student and community partner based on their learning. The program also provides an exit interview for those students leaving their position. However, we encourage community partners to offer a formal review for the SLWS student in the manner of the organization.
Promotion and Fellowship (Appendix A)
Service Learning Work-Study offers an increased pay bracket for those students exhibiting exceptional performance and who are ready to assume increased responsibility within the organization.

Community partner supervisors must also be willing to take on the added role of supporting increased responsibility and will be a deciding factor for a fellowship opportunity.

Leaving or Resigning from a Position
Each semester student workers and community partners are asked to evaluate their needs and availability. Through the semester evaluation, students can indicate their availability for the following semesters.

Should a student work intend to leave a position during the semester or at the end of a semester’s work, students should decline further employment through their evaluation and submit a letter of resignation to their partner and copy the CLS staff advisor no less than 2 weeks in advance.

Termination of a SLWS Student
If a community partner decides to let a work-study student go, the SLWS program should be notified and will meet with the student for a final meeting and exit interview from the program.
**Working On-Site with Community Partners**

*When to work*

Service Learning Work-Study (SLWS) workers and fellows engaged in the program are eligible to work during academic semesters. Supervisors and SLWS students will determine the student’s schedule based on the hours available, need of the organization, and student’s academic workload. Projected schedules will be reported back to the Careers, Life, and Service staff.

*Determining a Consistent Schedule*

Service Learning Work-Study Students are able to work up to their allotted number of hours offered and confirmed by the community partner. Typically, SLWS students holds approximately 2-5 hours weekly. The exception may be during finals week (or the week prior). At times like these, SLWS students should talk with their supervisor to work out individual arrangements as needed.

SLWS Fellows, student workers who have work and professional skills necessary to engage in increased responsibility within the organization, are expected to work up to 10 hours weekly.

Changes to the SLWS student’s schedule are determined between the community partner supervisor and the SLWS student. Changes should be done in advance and prioritize the SLWS student’s academic schedule.
Professional Development

Professional Development Workshops
Throughout the year SLWS students are required to attend at least two professional development workshops of their choice, to enhance skill sets.

Partners are welcomed to review the list of workshops and integrate them into the work and development of their SLWS student.

Helpful Hints for Students on the Job
The hints provided in this section were shared by former Service Learning Work-Study students and supervisors to provide incoming apprentices with insightful tips to improve their apprentice experience.

1. Be proactive.
2. Speak up. Don’t be afraid to ask questions.
3. Take the initiative and check in with your supervisor at least once a week.
4. If you are working on a project, make sure you understand the timeframe for completion, including key milestone dates.
5. If you are unsure about how to prioritize projects, ask your supervisor for direction.
6. Make the most of the SLWS co-working meetings. As a previous student said, “I really do think they are at the heart of this program. It provides so much support and helps with communication.”
7. Submit your timecard before the payroll deadline and double check your work log to ensure it matches your timecard.
8. If you are sick or unable to attend work, contact your supervisor as soon as possible to let them know you are unable to attend work, and then devise a mutually agreeable solution.
9. Sharing your experience and knowledge of the Grinnell Township with college peers who may not be very familiar with the setting of their school will foster community pride.
10. Understand Grinnell is a small community and that your actions, even if you are not working, directly reflect upon your host organization, the college, and the Service Learning Work-Study program.
Appendix

A) Promotion and Fellowship

Grinnell College Service-Learning Work Study Advancement for Fellowship

The Service-Learning Work Study program is designed to create reciprocity between members of the Grinnell Community whether they be students or organizations supporting community and social development in the area. The Service-Learning Work Study (SLWS) program offers two types of community support through student workers.

SLWS:
Typically focused on the engaging the nonprofit sector, students learn through paid work with the community. Through SLWS students engage the following learning goals:
● Knowledge Acquisition and Integration
● Reciprocal Relationships
● Interpersonal Competence
● Professional Competence
● Interpersonal Development

Students new to the program or newly hired to support an organization are considered part of the Service-Learning Work Study program. SLWS students are expected to be developing their skills in communication, time management, project development, and site specific needs while meeting project goals of the community partner.

SLWS students work during the academic schedule. Students are not permitted to work during breaks. Total number of SLWS hours for an organization will be negotiated between the organization and the Center for Careers, Life, and Service staff.

SLWS Student Expectations:
● Works approximately 4-10 Hours, as detailed by the community partner.
● Has a direct supervisor within the organization
● Attends regular professional development through the SLWS program
● Evaluation of work on a semester basis
● All other expectation from the Service-Learning Work Study agreement

SLWS Fellows:
The Service-Learning Work Study program offers an advancement through the program contingent on students and community partners meeting the criteria. Fellows should also have a mastery of skills including communication, time management, and attention to detail, project management, and punctuality.

SLWS Fellow Criteria:
1) One year experience working with the community partner organization
2) Works 10 hours a week
3) Builds capacity for mission critical work

Community Partner Expectations:
   1) Higher level of mentorship → creation of set of learning goals
   2) Anticipated 1 year of SLWS
B) Service Learning Work-Study Program Agreement for Student Workers

As a Service Learning Work-Study student I understand that I must:

1. Complete the hiring process & paperwork with my work site supervisor and with the Community Service Coordinator before I can start work.
2. Participate in the community service work study program for an entire semester or for the entire school year.
3. Re-apply for the program each year and verify my work-study award eligibility.
4. Work one community service work-study job, at one site.
5. Only work the number of hours allowable by my work-study award. I may not work hours that will result in being paid in excess of my work-study award.
6. Only be paid for hours worked.
7. Keep track of my hours and enter them into the College’s E-time reporting system according to the college schedule.
8. Use my award by the end of the academic year or contract date or it will expire.
9. Arrive at work on time and on the days arranged with my supervisor.
10. Get prior approval from my site supervisor if I would like time off.
11. Notify my employer in advance if I am not able to come to work due to extenuating circumstances.
12. Comply with the policies of my work site and act and dress in a manner that respects the culture of the organization.
13. Maintain confidentiality according to the policies of my work site.
14. Complete and forward my signed time sheet to the Community Service Coordinator otherwise I will not be paid.
15. Work with my community partner to identify a project I will work toward making sustainable.
16. Recruit additional volunteers either on or off campus for my community partner and create a related student group if relevant.

I understand that:

1. I may work a maximum of 10 hours per week.
2. My supervisor and I must mutually determine a work schedule that does not overlap with my class schedule and conforms with the requirements of my job before I begin work.
3. Federal Work Study income is taxable income.
4. I cannot volunteer for or be hired by the location where I am employed as a work-study student.
5. That unless otherwise specifically arranged, I am responsible for transportation to and from my place of employment.
6. Discrepancies between the time I report in e-time and what my supervisor verifies may result in my termination.

I recognize that:

1. I have an obligation to perform my job duties satisfactorily.
2. My work site supervisor has the right to terminate me from the job if he/she determines that my job duties are performed unsatisfactorily, if I do not show up to work on time, or if I do not adhere the organizations’ policies and procedures.
3. I must not allow portable electronic devices to minimize my productivity (i.e. Facebook, Twitter, e-mail, internet surfing, etc.)

4. If, due to unforeseen circumstances, funding for community service work-study changes my position may be discontinued.
C) Student Worker Confidentiality Agreement

Confidentiality Agreement

As a student employee of Grinnell College (hereafter known as the “College”), I will be required to support a variety of College functions in the performance of my duties, and I may have access to confidential student, employee, alumni, and friends of the College information about financial, educational, personnel, medical, academic and other matters from various media (paper and electronic) and sources including, but not limited to, interoffice communications, internal publications, verbal interactions, correspondence, and data bases. By virtue of my employment at the College, I am accountable for the responsible use and disclosure of College information and for ensuring the confidentiality, integrity, and accuracy of such information.

· I agree to responsibility and accountability for maintaining the confidentiality of all student, employee, alumni and College related information, and other confidential and proprietary College information. This information will only be disclosed, distributed, or discussed as part of the normal performance of my employment, and only with individuals authorized to view and discuss such information.

· I will not attempt to alter, change, modify, add, or delete student, employee, alumni and other College information or documents, except as part of the normal performance of my employment. I will follow proper College procedures for the disposal of confidential information.

· I will access only information required for the normal performance of my employment. Access to information, which includes written documents, electronic files, student educational or financial records, and personnel data, records or files, will occur only through normal business procedures for obtaining information.

· All procedures, written documents, records, and computer programming that I generate, access, input, modify, report, record, etc., in the normal performance of my employment, shall be done in accordance with College policies, regulations established by applicable governing bodies, or applicable laws. Confidential information is considered property of the College and will not be disclosed to third parties without permission of the College.

· I will take all reasonable precautions to protect the confidentiality of information by the practice of good work habits. These include: protecting the confidentiality of passwords, closing or minimizing programs when not at the terminal, and promptly informing appropriate parties of any breach of confidentiality or security on my part (e.g., the loss of a document, the loss of a key).

· I understand that failure to abide fully with this Confidentiality Agreement is grounds for disciplinary action following the regulations specified within the appropriate Handbook (staff, faculty, student). Additionally, I understand that disclosing confidential information without proper authorization may violate the Family Educational Rights and Privacy Act of 1974 (“FERPA”) and other federal and State laws and regulations that protect the confidentiality of information, and may subject the College and/or me to civil and/or criminal liability.

I certify that my signature below indicates that I have read and understand the above and agree to the terms of this Confidentiality Agreement. Without limiting the foregoing, I agree not to disclose student, employee, alumni or Friends of the College any confidential information to any unauthorized person or organization while working for the College or after my employment at
the College ends. This Confidentiality Agreement shall be governed and construed in accordance with the laws of the State of Iowa.

(Printed) Employee/Student Name

________________________________________

Employee/Student Signature

________________________________________
D) **Title IX Agreement**

Title IX
Grinnell College does not discriminate on the basis of sex in its educational, extra and co-curricular, athletic, or other programs, or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Title IX requires institutions to provide an educational environment free from discrimination based on sex. Sexual harassment, sexual violence, sexual assault, and intimate partner violence are all forms of sex discrimination.

Grinnell College is committed to establishing and maintaining a safe and nondiscriminatory educational environment for all College community members. It is committed to a policy of nondiscrimination in matters of admission, employment, and housing, and in access to and participation in its education programs, services, or activities. The College does not discriminate on the basis on race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, religion, disability, creed or any other protected class. Discrimination and sexual harassment on any of the bases covered by federal antidiscrimination statutes is unlawful and a violation of Grinnell College policy.

An individual reporting sexual harassment, sexual violence, sexual assault, and/or intimate partner violence is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is not later substantiated. Similarly, individuals accused of sexual harassment or those who participate in an investigation related to a complaint are entitled to protection from any form of retaliation. Complaints of retaliation should be filed with the appropriate senior official, Title IX Coordinator, or the Office of Civil Rights. It is a violation of College policy to retaliate in any way against a student or employee because he/she/zi

Reported allegations of sexual harassment, sexual violence, sexual assault, and/or intimate partner violence. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Respondent or third party may also be the subject of retaliation by other individuals, including the Complainant.

We encourage all Grinnell community member to report any sexual harassment or misconduct. For more information reporting: [https://www.grinnell.edu/campus-life/sexual-respect/titleix](https://www.grinnell.edu/campus-life/sexual-respect/titleix)
Community Partner Agreement

Service Learning Work Study Program Community Partner Agreement

This Agreement is entered into between Grinnell College, hereinafter known as the “Institution,” and the community partner organization identified in this application, hereinafter known as the “Community Partner” for the purpose of providing community service jobs for students eligible for the Federal Community Service Work Study program (SLWS).

All terms herein shall be interpreted in accordance with any definitions thereof contained in the federal statutes and regulations governing the Federal Work Study program as authorized under the Higher Education Amendments of 1965, including any subsequent amendments or revisions; and this Agreement, in its entirety, shall be construed so as to effectuate the purposes of that program.

A. Community Partner Responsibilities:

The Community Partner agrees to:

1. Utilize the services of a student of the Institution who is eligible to participate in the Service Learning Work Study program, who is qualified for the work, and who is acceptable both to the Community Partner and Institution.

2. Provide the student and Institution with a detailed job description for each position to be placed. Any changes must be reported to the Institution and must be agreed upon by the Institution before they become effective.

3. Comply with all appropriate federal, state and local laws. The Community Partner agrees that no student will be denied work or be subjected to different treatment on the grounds of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. 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 Educational Amendments of 1972 (Pub. L. 92-318) and the regulations of the US Department of Education which implement these acts.

4. Agrees that it will not accept voluntary services or additional paid work from students hired under the Federal Work Study program.

5. Will not approve or require more hours to be worked than the job description states and will only approve those hours worked for payment.

6. Submit all required documents for this program in a timely manner, including job descriptions, notices of changes to job descriptions or supervisory roles.

7. Regulate the number of hours worked each week in accordance with the hours delegated to the SLWS student by the Institution, maintain a daily record of
attendance and hours worked by each student in clock hour sequence and cross check these hours.

8. Notify the Institution of any change affecting the student's employment; and permit representatives of the Institution to perform on-site visitations from time to time in order to become familiar with the off-campus project and ensure that proper procedures are followed.

9. Agrees to provide student worker(s) with an explanation of duties, performance requirements in terms of quality, quantity, methods, and priorities, and the necessary basic corrective and progressive training; and for providing on-site supervision of the employment activities of the students.

10. The community partner agrees to provide an orientation which includes, but is not limited to
   - Information about hours of work,
   - Information about place of work,
   - Information about working conditions,
   - Information about safety and standards of conduct,
   - Information about community partner procedures, policies, & expectations;
   - Education about reporting of suspected child or dependent adult abuse if relevant, and
   - Any other training, paperwork, or certification necessary to legally carry out the work required by the position (working with minors or adult dependents, CPR training, etc.)

The Community Partner further agrees to provide SLWS students with work that constitutes community service. Community service jobs are those that increase capacity and are usually designed to directly improve local community members' quality of life -- paying particular attention to the needs of our at risk communities. Such jobs include, but are not limited to specific projects in:

1. health & safety,
2. hunger & nutrition,
3. child care and education (especially in areas of family & early literacy as well as math proficiency)
4. environmental justice,
5. human rights,
6. social services,
7. youth service or youth corps,
8. housing & social wellbeing,
9. crime prevention and control,
10. mentoring,
11. tutoring,
12. recreation & the arts,
13. services for persons with disabilities,
14. sustainable agriculture,
15. reducing poverty & its negative effects;

The Community Partner agrees that it SLWS placements will not:
1. Result in the displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
2. Involve the construction, operation, or maintenance of any facility that is used or is to be used for sectarian instruction or as a place of religious worship;
3. Involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office.
4. Work for an elected official who is responsible for the regular administration of Federal, State, or local government.
5. Work as a political aide for an elected official, or involve lobbying on the Federal, State or local level
6. Take the student’s political support or party affiliation be taken into account in hiring him or her;

B. THE INSTITUTION (Grinnell College) AGREES TO:
1. Determine student eligibility for employment under the Service Learning Work Study (SLWS) program in accordance with the regulations established by the US Department of Education.
2. Refer for employment only students eligible for this program who have been offered the opportunity for employment under the Community Service Work-Study program;
3. Be the employer of record and accept all normal and legal employer responsibilities including liability for job-related injuries and for requesting, performing and, when possible, cover the costs of any personal criminal background checks required under the State Child Adult Abuse Law or State Department of Health rules.
4. To maintain and communicate general learning objectives relevant to SLWS placements.
5. Provide compensation for work performed on a project under this agreement and will disperse all payments due as an employer’s contribution under state or local workman’s compensation laws, under federal or state Social Security laws, or under any other applicable laws.
6. Will Pay the student based on the established hourly rate and number of hours worked.
7. Give a copy of pertinent payroll schedules and school calendars to the community partner.

This Agreement shall be subject to the availability of funds granted to the Institution for this program. It shall also be subject to the provisions of legislation and regulations pertaining to the Federal Work Study program adopted subsequently; This Agreement may be amended upon mutual written consent of the Community partner and the Institution; This Agreement may be terminated by mutual consent or upon 30 days written notice by either party to the other; This Agreement terminates if no student placements under this Agreement occur for a period of one year months; If not terminated, this Agreement will remain in effect until superseded by another Agreement, or until changes in legislation or regulations governing the Federal Work Study program render this Agreement invalid.

The applying organization agrees to adhere to the agreement above.