SMITH COLLEGE

Student Employment Office

 College Hall

Northampton, MA 01063

Studemp@smith.edu

2019-2020 AMERICA READS TUTOR CONTRACT

***Students must be on Federal Work-Study and this form must be completed, signed and returned as soon as possible to studemp@smith.edu***

School/Agency Name Job Title America Reads/America Counts Tutor

Address Supervisor's Name

Telephone No.

Student's Name & I.D. # Box # and Email Address:

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 (max 8) \*Agency's Share $\_\_\_\_\_\_0\_\_\_\_\_

Name of Student Hours per Week Rate of Pay Contracted Earnings America Reads Share $\_\_\_\_\_\_\_\_\_\_\_\_(Smith)

Workers’ Comp. $\_\_\_\_\_\_\_\_\_\_\_\_ (Smith)

 F.I.C.A. $\_\_\_\_\_\_\_\_\_\_\_\_ (Smith)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_$12.50/$13.25 as of 1/1/20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Calculated Student Total $\_\_\_\_\_\_\_\_\_\_\_\_

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TERMS AND CONDITIONS

\* The Agency's share of earnings is 0% of the students’ gross or total earnings. Funding from the federal “America Reads/America Counts” tutoring program given to Smith College will be used to pay 100% of the student’s contracted earnings. Smith College will pay .007% of the student’s gross pay for Worker's Compensation and .0765 for F.I.C.A. The Agency supervisor agrees to keep accurate records of the student’s tutoring hours and approve online timesheets verified as accurate.

The School or Agency participating in Smith College’s America Reads/America Counts Tutor Program must submit to the College a copy of its 501-C3 tax exempt status documentation in addition to a detailed job description and the accompanying America Reads Agreement. The School or Agency must also complete and return all forms sent by the Institution immediately before the student begins any work.

Signature of Agency or School Official (sign here) Signature of the Smith College Student Employment Coordinator