

Learning-Aligned Employment Program Employment Site Application

Please complete this checklist to ensure accuracy and timeliness in the processing of your Learning-Aligned Employment Program (LAEP) Employment Site Agreement.

Please complete and return the following documentation:

- Completed Employment Site Application
- Completed Employment Site Agreement
- Detailed Job Description(s) for each proposed student position
- W-9
- Certificate of Insurance (if applicable)

Employment Site Information

Name of Organization	
Address	
Staff Contact Name	
Staff Contact Email	
Staff Contact number	

Employment Site Type

Please indicate one (1) employment site type below. Note that per California Education Code Section 69954, the following entities are those eligible to participate in the Learning Aligned Employment Program. Employment Sites that do not meet one of the descriptions below are not eligible.

- Research center or other institution operated by California State University, Fresno whose learning-aligned employment opportunities provide participating students with direct opportunities to participate in research undertaken by the center or institution.
- Public school operated by a school district, county superintendent of schools, the Department of the Youth Authority, or the Department of Education. Administrative offices of school districts, county superintendents, etc., are not eligible employment sites. The job must be at a public-school campus.
- Nonprofit, nonsectarian, nonpolitical organization or corporation licensed to conduct business in California (nonprofit or for-profit) capable of providing participating students with full-time employment within their areas of study after graduation, or opportunities to connect students with other employers capable of providing students with full-time employment opportunities.



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Please submit the completed LAEP Employment Site Application to:

California State University, Fresno
Mary Willis
Director, Career Development Center
5280 N. Jackson Ave., M/S SU61
Fresno, CA 93740

Phone: 559.278.4207

Email: mwillis@csufresno.edu

Learning-Aligned Employment Program Employment Site Agreement

The Learning-Aligned Employment Program (LAEP) offers eligible students at participating California public colleges and universities the opportunity to earn money to help defray their educational costs while gaining education-aligned, career-related employment. Please visit www.csac.ca.gov/laep for more information and resources.

Per CEC 69958(b), once the public postsecondary educational institution has identified a learning-aligned employment position, the employment site and the institution shall execute a written agreement that confirms the Employment Site's eligibility to participate in the program and its willingness to comply with all program requirements and specifies the responsibilities of each of the parties. The agreement shall be subject to annual renewal by mutual agreement of the institution and the Employment Site.

The agreement shall be subject to the availability of funds to the institution for the portion of the student's compensation not to be paid by the Employment Site.

This Employment Site Agreement (Agreement) is between California State University, Fresno (Fresno State) and _____ . (Employment Site/Company Name).

Effective Date: _____ Termination Date: _____

Evaluation of the LAEP Position

The following required conditions must be met for the duration of the Agreement for all LAEP student participants. Each position that is part of the LAEP shall be reviewed by Fresno State LAEP coordinator to determine whether it satisfies all of the following conditions:

- a. The position is educationally beneficial or related to a particular career interest or the exploration of career options available to students at Fresno State.
- b. The work performed by the student shall not be related to the activities of any sectarian organization or to any partisan or nonpartisan political activities.
- c. The employment of a learning-aligned employment student shall not displace workers currently employed by the Employment Site or impair existing contracts for services.
- d. The learning-aligned employment position shall not violate any applicable collective bargaining agreements or fill any vacancies due to a labor dispute.
- e. The student shall be paid at a comparable rate to that paid for comparable positions within the Employment site. If the employment site has no comparable position, the student shall be paid at a rate comparable to that paid by other organizations in the field for work involving comparable duties and responsibilities. The positions shall be compared on the basis of the nature of the work performed and the background and skills required for the position, and not upon the employee's part-time or student status.
- f. The number of hours of learning-aligned employment the student is allowed to work shall be determined by Fresno in accordance with its standards and practices, taking into consideration the extent of the student's financial need and the potential harm of the combination of work and

study hours on a student's satisfactory academic progress. The Employment Site shall provide the Institution with an accurate accounting of hours worked and wages earned.

- g. The total compensation received by the student pursuant to LAEP shall not exceed the total amount authorized by Fresno State.
- h. The Employment Site shall provide the student with supervision.
- i. LAEP funds shall not supplant any state, federal, or institutional funds used to support existing paid positions for students in for-profit or nonprofit organizations.

Research centers and institutions operated by Fresno State may employ LAEP students if their learning-aligned employment opportunities provide participating students with direct opportunities to participate in research. As with any LAEP position, a student shall only be placed in an educationally beneficial position that relates to the student's area of study, career objective, or the exploration of career objectives.

In general, students are not permitted to work in LAEP positions 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, and if the student is receiving academic credit for class time spent in a LAEP position. Any such exemptions must be documented.

Change in Status

A student's eligibility for LAEP will be reevaluated a minimum of once each academic term. If a student's status in areas that affect their eligibility has changed, continued eligibility for the program must be confirmed and, if appropriate, the student's participation in the program must be adjusted.

Fresno State is responsible for monitoring each LAEP student participant's continued eligibility and for communicating any change in eligibility status to the Employment Site in a time frame which allows the Employment Site to make necessary adjustments.

Should the student be terminated from the position, quit the position or abandon the position, the Employment Site will notify the Director of the Career Development Center at Fresno State within 5 business days.

Interview and Job Placement

Following execution of the Employment Site Agreement and the completion of the Employment Site Risk Assessment, the Employment Site may interview prospective students. Fresno State shall provide the Employment Site and each applicant for the learning-aligned employment position with adequate information to facilitate the student's potential employment.

The following priorities shall be followed at the time of job referral and placement:

- A student shall only be placed in an educationally beneficial position that relates to the student's area of study, career objective, or the exploration of career objectives.
- The program shall include and emphasize placements for students with employment sites that are capable of providing them with full-time employment opportunities upon graduation, or opportunities to connect with other employers that are capable of providing them with full-time employment opportunities, within their areas of study after graduation.

- Should participant be placed in a position that works with youth or at-risk populations, youth protection training should be provided by Employment Site.

If the priorities specified above have been met, the Employment Site may indicate their hiring preferences.

The Employment Site shall not discriminate between applicants on any basis listed in subdivision (a) of Section 12940 of the Government Code, as those bases are defined in Sections 12926 and 12926.1 of the Government Code, except as otherwise provided in Section 12940 of the Government Code, or subject any applicant to any other discriminatory practices prohibited by state or federal law.

Addendum

The following information specific to each individual student participant will be included in LAEP Student Participation Addendum(s) and will supplement this agreement. The Employment Site must provide to Fresno State an Addendum for each student employed prior to the student's beginning work. At minimum, the LAEP Student Participation Addendum will include the following for each student participant:

- Student name
- Position name
- Supervisor name and contact information
- Term of employment
- Rate of compensation
- Maximum total compensation allowable
- Maximum hours per week and maximum total hours

Notice

Any notice required or permitted by this agreement shall be sent to the parties via U.S. mail or email at the addresses shown below. Either party may change its address by written notice to the other during the term.

California State University, Fresno
Mary Willis
Director, Career Development Center
5280 N. Jackson Ave., M/S SU61
Fresno, CA 93740
Phone: (559) 278-4207
Email: mwillis@csufresno.edu

LAEP Employment Site: _____
Staff Contact Name: _____
Title: _____
Address: _____

Phone number: _____
Email address: _____

This agreement shall be renewed upon written confirmation of both parties at least once per year. For this purpose, the Employment Site can email the LAEP coordinator to renew this agreement at least 30 days prior to the termination date.



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California State University, Fresno
By:

Authorized Signature Date
Brian Cotham, Director of Procurement
California State University, Fresno
5150 N. Maple Ave., M/S JA111
Fresno, CA 93740

LAEP Employment Site _____
By:

Authorized Signature Date

Printed Name & Title

Mailing Address (Street, City, State, Zip Code)