

RISK MANAGEMENT FOR WORK-STUDY STUDENTS OFF-CAMPUS

GENERAL

Losses may arise from activities related to work-study students through injury to the student or liability created by a student's actions. If work is done for a non-University entity then the University will not be in a position to supervise or control the work conditions. Thus, a standard contract has been developed binding the organization that controls and benefits from the work with responsibility for losses related to the work. This contract contains a strong indemnification of the University and specifies that the contracting organization will supervise students appropriately and carry workers compensation coverage. These contract conditions are appropriate for risk management.

In addition to contractual protections the following procedures will help eliminate or limit losses.

- The University should never arrange for or provide transportation. Students need to arrange for transportation on their own.
- If University personnel are not familiar with a potential off-campus employer, University personnel should visit that entity and evaluate the safety and appropriateness of placement for work-study students. If the agency visit, or other information, indicate some type of risk concern the University should investigate and determine how to minimize that risk through interaction with the entity.
- Recruitment and screening must be done consistently and fairly (similar to regular employee procedures).
- Students should be provided an orientation at the University prior to assignment that includes information regarding:

Any risks or special situations at the work site and how to minimize the possibility of any problems

University rules including rules regarding behavior and conduct