

PAYROLLING SERVICE

Our Service Provides:

1. State Workers' Compensation
2. Health Coverage
3. Dental Coverage
4. Term Life Insurance
5. Student Referrals (Undergraduate and Graduate)

Your Costs:

1. 20% Overhead (can be deducted from the hourly rate)

How to Get Started:

1. Fill out the attached forms to post your position with the SFSU Co-Op Program (Co-Op)
2. Interview student referrals
3. Choose a successful candidate
4. Put them to work
5. Refer them back to the Co-Op Office for the paper work and pay schedule

What We Do:

1. We will invoice you monthly at the agreed rate for the hours they work
2. Students receive a monthly tax-free stipend, and academic credit
3. We provide term life insurance, basic health care, dental coverage, and Workers' Comp.

Your Benefits:

1. All costs are tax deductible as capitalized expenses
2. You increase manpower without effecting your 'FTE'
3. You help students finish their education
4. You can use this as a method to "test" new permanent hires for your organization

Co-Op's Mission:

To ease your workload and provide you with a skilled, enthusiastic University student. This will be provided at a fraction of the cost and all participants will receive significant benefits.

Co-Op can take care of payroll costs...

The University manages tax issues, freeing employers from paying FICA, SSI, and EDD.

Overhead will be reduced...

The University pays for Worker's Compensation, Term Life Insurance, health and dental benefits.

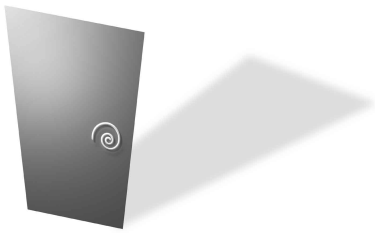
Other benefits...

Expenses are tax deductible. Employers are invoiced monthly for the intern's hours. All costs are tax deductible as a capitalized expense.

Productivity will increase...

The Co-Op intern allows for staffing flexibility by freeing high paid employees to work on more advanced projects.





ACTIVATION FORM

Company Name: _____ Type of Company: _____

Intern Title: _____ Number of Openings: _____

Desired Major(s) of Interns: _____

Address: _____

Start Date: _____ Class Level Needed: _____

Time Commitment: (Full time/Part Time) _____

Schedule (hours & days of the week): _____

Hourly Compensation (Co-Op will advertise 80% of this): _____

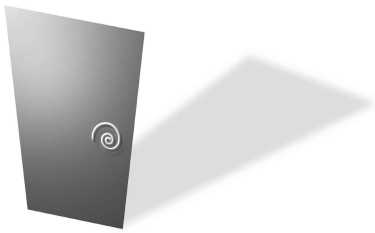
Location or Work Site: _____

Transportation: (Near Transportation or Needs Car) _____

Description of Tasks and Job Responsibilities: (Use additional sheet if needed)

Training/Experience Provided: (Detail what the student will gain from the internship)





San Francisco State University
COOPERATIVE EDUCATION PROGRAM
College of Science and Engineering

Qualifications or Courses needed: (Courses, previous experience, computer skills, etc.)

Deadline to apply: _____ Start Date: _____

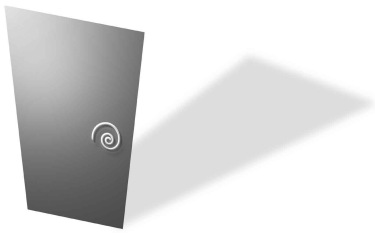
Company Contact Signature: _____ Printed Name: _____

Phone Number: _____ Fax: _____ Email: _____

Please include company information & any additional descriptions or flyers.

Return To: San Francisco State University
 Cooperative Education Program
 Science 248
 1600 Holloway Avenue
 San Francisco, CA 94132





TERMS AND CONDITIONS

For valuable consideration, _____ (hence forth to be known as the Employer) and the Office of Cooperative Education at San Francisco State University (hence forth to be known as the Co-op Program) hereby enter into the following agreement.

THE EMPLOYER:

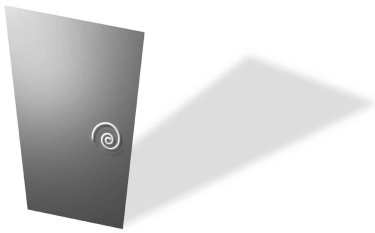
1. Shall provide for on site supervision of the co-op intern by a member of their staff who is senior in experience and rank to that position. The employer shall also provide free access to the co-op intern by members of the co-op staff and its affiliates. Additionally, the employer shall provide an environment that is congenial to the learning processes of the co-op intern by providing appropriate emphasis on academic relevance while meeting the needs, and work objectives of the employer.
2. Shall practice due diligence in providing appropriate financial compensation for the task required and the level of competence of the co-op intern. This compensation shall be negotiated in advance and shall be in keeping with current industry standards.
3. Invoices are due upon receipt and the employer shall make payment in full within thirty days of receipt. A five percent (5%) charge shall be assessed upon invoices exceeding thirty days and shall compound monthly until fully paid.
4. Shall comply with all fair hiring practices in the selection of co-op interns from the candidates provided by the co-op program. Employers may not discriminate in their hiring due to race, ethnicity, political affiliation, religion, gender, or sexual orientation.
5. Shall hold San Francisco State University and its affiliates harmless for any liabilities; corporate, private or otherwise, resulting from the placement and/or work of any intern associated with the Co-op Program*.
6. Shall provide working conditions in accordance with local, state and national guidelines and regulations. It shall not be the responsibility of the Co-op Program nor of its affiliates to evaluate the safety nor compliance of working conditions to these guidelines or regulations. Therefore, safety and compliance to regulations regarding working conditions are the sole responsibility of the employer, even if the resulting conditions are the direct result of actions taken by the co-op intern.

*To this end, the employer shall provide appropriate job training and supervision of co-op interns to mitigate the possibility of any wrongdoing.

THE CO-OP PROGRAM:

1. Shall provide employers with qualified, prescreened applicants for positions posted with the Co-op Program.
2. Shall provide accurate monthly invoices and annual payment statements.
3. Shall provide employers with assistance in student evaluation, work performance, job supervision and the development of parallel academic objectives which assist the student attain the highest quality of work and the completion of work assigned, duties, and goals for the employer.
4. Shall provide counseling for co-op interns as required, and mitigate employer and intern disputes. Referral to legal counsel shall be used only when all other resources have been exhausted, and the cost of such services shall be the responsibility of the plaintiff.
5. Shall seek to refer physically challenged, minority and female applicants as appropriate to meet the American Disabilities Act





San Francisco State University
COOPERATIVE EDUCATION PROGRAM
College of Science and Engineering

The term of this agreement is not to exceed six months, and is renewable upon mutual consent.

Jurisprudence is to be used in the interpretation of this contract. If any portion of this agreement is found to be invalid in a court of law, the remaining components not contested by the Administering court of law shall remain in effect and binding on both parties.

As duly qualified representatives of the parties of this contract, we have read and understand the responsibilities as associated to each party of this contract, and do hereby, declare this contract in effect upon the effective date indicated below our signatures.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

