



LYDIA Urban Academy

223 South Winnebago Street, 3rd Floor, Rockford, IL 61102 (815) 966-0039

Memorandum of Understanding

Company Name: _____

Date: _____

By agreeing to be a member of the Work-Study Program, Lydia will

1. Provide a job coach to address job-site concerns and work as an advocate for the student and the business.
2. Notify partnering businesses about changes with a student’s schedule or pertinent information that would affect a student’s employment.
3. Perform periodic job-site visits to evaluate success and provide relationship building opportunities.
4. Communicate with appropriate staff members regarding standard policy and procedures i.e. collecting time sheets, sending employee evaluations, etc.
5. Provide HR services, payroll, tax and insurance services as needed.
6. Provide copies of important documents as needed i.e. Lydia’s insurance.

By agreeing to be a member of the Work Study Program, Work Sponsor will

1. Provide Lydia and the student-worker with a specific job description and responsibilities.
2. Train, develop and mentor your student-employee through training and evaluations.
3. Record and send bi-weekly time sheets that confirm dates and times.
4. Perform and send quarterly evaluations.
5. Communicate any concerns and changes in work schedule with the job coach on as soon as possible.
6. Pay fees according to sponsor contract; provide a copy of certificate of insurance.

****All parties agree that all job positions are in partnership with LYDIA Urban Academy. If a student does not comply with the policies and procedures of LYDIA, the student can be subject to suspension or will be terminated.**

Company Signature: _____

LYDIA Signature: _____

This MOU is effective as of _____ through _____. Either Lydia or a partnering business may terminate the MOU provided there is an advance written notice and a reasonable opportunity to resolve and problems.

