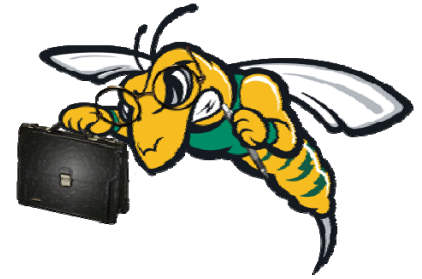


Center for Business, Entrepreneurship & Tourism  
CONTRACT FOR LABOR SERVICES



1. Names of the contracted parties

Between: **The Center for Business, Entrepreneurship & Tourism** (the 'Provider'; hereinafter "CBET")  
Black Hills State University  
1200 University Street, Unit 9043  
Spearfish, SD 57799-9043

And: \_\_\_\_\_ (the 'Client')  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Address of company)  
\_\_\_\_\_  
\_\_\_\_\_ (City, state, zip code)  
\_\_\_\_\_ (Phone/email contact)

2. Length of Contract

This contract shall begin on \_\_\_\_\_ (date) and end \_\_\_\_\_.

3. Provision of Services

CBET shall provide one or more temporary contract student worker(s) to the Client identified above to assist in completion of the following tasks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Wage

The temporary contract student worker(s) will be paid \$\_\_\_\_\_/hour, which will be paid directly to the student. The temporary contract student worker shall work a maximum of \_\_\_\_\_ hours / week for the duration of their contract.

5. Hours of work

Work hours shall be negotiated between the Client and the temporary contract student worker.

6. Holidays and Sick Leave

Holidays and sick leave are governed by the employer's policies.

7. Grievance procedure

If the temporary contract student worker and the Client named here are not compatible for any reason, this contract can be terminated. The student worker is to be paid for hours of work completed. The Client may request another temporary student worker.

**8. Disciplinary procedure**

The temporary contract student worker is expected to represent Black Hills State University honorably in all actions, and to provide competent professional assistance to the Client. Should a disciplinary matter arise, the Client will bring it to the CBET Director for attention.

**9. Notice periods required from both the “temporary contract student worker” and the “Client”**

Should the temporary contract student worker(s) not be able to fulfill the terms of their contract(s), each shall provide notification to both the Client and CBET by email letter or hand-written letter one week in advance of his/her departure.

10. If client attempts to make arrangements for future assignments without first processing the request through “Jackets on the Job”, the offending party will be discontinued as client of “Jackets on the Job” and no longer allowed to use the service. Hiring “Jackets on the Job” student help into part time or full time positions for periods longer than 90 days is a desirable outcome of this service and client need only advise “Jackets on the Job” that this will occur.

I agree to the above terms and confirm I have received a copy of this Contract.

\_\_\_\_\_  
(By or on behalf of Client)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Consumer’s Business Name)

\_\_\_\_\_  
(By or on behalf of CBET)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Title)

**Note:** The Client is to receive a copy of this Contract when signed by both parties.

