

**AGENCY FEDERAL WORK-STUDY PARTICIPATION AGREEMENT
AT THE UNIVERSITY OF TEXAS AT EL PASO**

This participation agreement is between the Office of Student Financial Aid and:

***Name of Agency:**

El Paso County Community Services Department- Office of New Americans

(Hereafter referred to as the agency),

Covers the period: **July 1, 2024 - June 30, 2025**, and is for the purpose of hiring Federal Work-Study (FWS) students by the Agency. The agency must execute this agreement annually before hiring or re-appointing a student utilizing Federal Work-Study funds.

The following is part of the agreement:

1. The agency provides Federal Work-Study students meaningful job opportunities through community-related programs, functions, and activities. Work performed by the Federal Work-Study employee must be non-profit, non-political, and non-sectarian activities or functions.
2. The agency must not replace any of its part-time or full-time employees, or temporary or regular employees with Federal Work-Study students. Nor should it impair existing service contracts.
3. The agency employs Federal Work-Study students on an hourly basis, not to exceed a maximum of nineteen (19) hours per week.
4. The agency supervises, in a reasonable manner, the work performed by each FWS student and ensures that student employees do not work during scheduled class hours.
5. Students are paid bi-monthly through the University approved payroll procedures.
6. The agency submits original student timesheets, along with all other required payroll forms, to the Center for Civic Engagement at the end of the pay period and retains copies of these forms with all other support records. It is critical that timesheets are submitted in a timely manner. The agency ensures that each student signs his/her own timesheet. It is *illegal* for any person to sign for the student employee.
7. The agency and University must abide by all federal, state, and institutional regulations, including the University Equal Employment Opportunity laws and policies, which may affect student employees.
8. FWS jobs must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction and may not involve any political activity, which includes:
 - a. Work for a member of Congress or Congressional Committee
 - b. Work for a member of a State Legislature
 - c. Work that involves lobbying at the Federal level or
 - d. Work for the U.S. Department of Education
9. Supervisors should not assign student employee responsibilities inconsistent with their role. Examples include:
 - a. Handling of budgets
 - b. Replacing the supervisor in their absence
 - c. Handling of purchasing responsibility for the agency
 - d. Responsible for disciplining other student employees or staff members

The Office of Student Financial Aid agrees to:

1. The U.S. Department of Education through the Office of Student Financial Aid provides 100% of the student's wage with FWS funds.
2. The University monitors student earnings to prevent exceeding authorized FWS award amount.
3. Approve FWS students for employment who have met the necessary qualifying criteria within the appropriate award period.
4. Inform the agency of the maximum amount of eligibility for each student under the FWS program including any changes throughout the year, which may affect the student's award amount.

FOR THE COMMUNITY PARTNER:

Official Signature

DATE

Name (Print or Type)

Position/Title

FOR THE CENTER FOR COMMUNITY ENGAGEMENT

Official Signature

DATE

Name (Print or Type)

Position/Title

FOR THE OFFICE OF STUDENT FINANCIAL AID:

Official Signature

DATE

AGENCY CONTACT INFORMATION AND JOB DESCRIPTION OF FEDERAL WORK-STUDY POSITIONS

FOR THE PERIOD OF JULY 1, 2024 - June 30, 2025

COMMUNITY PARTNER INFORMATION:

Community Partner Name:

Contact Person: Title:

Phone No. Email Address:

Address:

Street address City, State Zip code

Position(s) Request

No. of positions Direct Supervisor

Community Service duties and responsibilities:

~~Work study/Intern will play a vital roles in supporting the work of the Community Services Department. Will have contact with the community and local agencies and organizations that provide social services. Will connect constituents to resources and services in the community. Intern will be assisting with clerical duties, researching and will provide support at outreach events and other community activities. Work Study/Intern will assist with answering phones/emails, setting appointments/presentations, gathering statistics/data, and assist at in-person events. Will also help with designing~~

Qualifications for employment:

~~Flexible schedule: M-F 8:00am to 5:00pm. Schedule may include occasional evenings and weekends for presentations, classes, community events, etc. PART TIME. Must be highly motivated and have a strong willingness to learn. Must be able to follow directions, and take initiative when needed. Application of some knowledge of computer hardware, software and peripherals. Ability to comprehend and express oneself orally, clearly and concisely. Ability to use sound judgment and problem solving techniques.~~

**Please attach a job description if more information is needed.*

GENERAL PURPOSE: Will play a vital role in connecting El Paso County residents to resources and services in the community. Intern will provide support to the programs to further advance the Vision and Mission of the department. Intern will be assisting with clerical duties, researching and will provide support at outreach events and other community activities. Intern will also perform other related duties as required/assigned. TYPICAL DUTIES: Will have contact with the community and local agencies and organizations that provide social services. Will work at building relationships and partnerships between El Paso County and its constituents and other local partners. Answering phones/emails, setting appointments/presentations, and assisting at community service events. Will help with researching, tracking and analyzing statistics. Will also help with designing and creating flyers and brochures; will distribute educational material as needed to partners/community agencies. Will navigate, connect, link, refer families to community resources. Will attend outreach events and presentation, will facilitate presentations as needed. Attend trainings, meetings, and seminars for educational & personal growth and for networking opportunities. Intern will be a key contributor to the creation of this new office. Intern will also perform other related duties as required/assigned.