

Community Work Study Agency Agreement

Dear CWS Supervisor:

Welcome to the University of West Florida Community Work Study (CWS) program! You are a part of a beneficial program that links our students with community agency needs. Contained in this packet is information regarding your responsibilities as a CWS Supervisor, general information about the program, and other pertinent information.

Career Services is responsible for managing connections with students who are interested in completing their work study off campus with a community-based agency. The CWS program allows students at UWF to engage in the community, participate in experiential learning, and become aware of the social issues impacting our area. Our goal is to ensure that CWS students have a meaningful employment experience at their chosen agency while providing support for a variety of initiatives within your organization.

We hope CWS students will learn the importance of helping the community while making future connections and meeting mentors through this experience. If you have any questions about the CWS program, please feel free to contact me at any time.

Sincerely,

Mikia Carter

Coordinator of Experiential Learning
Career Services
University of West Florida
11000 University Pkwy., Bldg. 19
Pensacola, FL 32514
850.474.2202

Work Study Overview

Work Study is a need-based, financial aid program. The CWS program is designed to link community support with the state education system. Students who participate in CWS may come from all majors or colleges. Work Study means that the student works part-time while attending college classes. While participating in this program students will be paid an hourly wage for the work done with your organization. Students will be paid bi-weekly by the University of West Florida. Restrictions, compensations and travel agreements are all outlined in the attached Federal Work-Study Program Off-Campus Employment Agreement.

Agency Responsibilities

The agency takes on these responsibilities when overseeing a CWS student:

1. Complete the CWS Agency Agreement with the student (provided by the student).
2. Supervise the CWS student and set achievable learning outcomes (form provided by student).
3. Report the hours worked by your CWS student to Career Services on a bi-weekly basis.
4. Complete an end of the semester evaluation.
5. Ensure a safe, positive, and productive work environment.

Agencies are encouraged to increase a student's responsibilities beyond the original job description as their confidence and/or skill level increases. If possible, the Agency should provide an orientation session/ materials for students to ensure that a student is made aware of the actions which may result in dismissal from participation. While we do not anticipate any issues arising with your student, if they do, we recommend the agency try to address the issue directly with the student first. The Agency should advise the student at the earliest possible time of any deficit noted in a student's ability to progress toward achievement of the stated objectives of the experience. If no positive changes are seen, then please contact Mikia Carter at mcarter@uwf.edu in Career Services to address future steps. If issues with a CWS student's performance related to the job persists, the student can be released from the agency.

Career Services Responsibilities

Within the CWS program, Career Services serves as a resource to both the students and the agency. We assist in connecting CWS students to volunteer interests and prepare them for their experience. Career Services may schedule an on-site visit or phone appointment during a semester to meet the agency representatives and learn more about the student's experiences. We will also send out a final semester evaluation that will guide the departure conversation. It is the responsibility of Career Services to keep track of students' eligible hours for work. During the school term, we will send out bi-weekly e-mails to both the student and the agency reminding them of the timesheet reporting deadlines.

Student Responsibilities

Students are expected to fulfill their work duties outlined in the Agency Agreement. However, students do have the right at any time to quit the job, but we recommend they give at least a two week notice. Just like any employee, CWS students should be expected to follow any office procedures you have regarding attire, requesting time off, calling in sick, etc. The CWS student should also be expected to participate in relevant to the job training provided by the agency. They should also remind their supervisor when to submit verification of their hours as well as insuring they do not go over their awarded allotment of hours. If there are changes in a student's financial award that would affect participating in the CWS program, the student must notify Career Services.

Scheduling

Students' weekly work schedules will depend on their financial aid award amount, with a maximum of 20 hours of work per week allowed. The weekly schedule will be decided upon between you and the student. However, because the money used to pay CWS students is through the Federal Work Study program, students are not allowed to work or get paid for overtime. Due to financial aid regulations, students are also not allowed to work or get paid for University holidays (schedule provided by student). As a result, please be aware that your CWS student may request time off.

CWS students typically work on a part-time basis, and because of limited financial aid funding, a participating student may only work for a limited number of hours during a semester. CWS work eligibility will begin on the first day of classes of each semester while the final day of CWS work eligibility will vary according to semester end dates.

Students will be notified of the final day of their CWS eligibility for the semester and will be responsible for notifying their agency supervisor.

Hours Submissions

As the work site agency, you will need to verify the hours the student accrues on his or her timesheet that is submitted to the University. **It is required that we receive verification from you regarding the number of hours the student worked during the specified pay period. We must receive an e-mail no later than 10:00am on the designated reporting Friday.** It is your responsibility as the agency supervisor to notify Career Services of the hours worked by the student. **Without this notification, we cannot process the student's timesheet, which may affect the student's receipt of financial aid for the semester.**

FERPA

The CWS program may disclose information from a student's educational record, as appropriate, to personnel of the Agency who have a legitimate need to know the information in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. 1232g; 34 CFR Part 99). The Agency hereby agrees that its personnel will use such information only in furtherance of the Program for the student, and that the information will not be disclosed to any other party without notice to the University and with the applicable student's prior written consent.

Non-Discrimination. The Agency and the University agree to continue their respective policies of non-discrimination based on sex, age, race, color, creed, disability, veteran's status or national origin. Each party shall be responsible for their compliance with applicable state and federal laws, rules and regulations prohibiting discrimination.

STUDENT INFORMATION

NAME: _____ UWF STUDENT ID: _____

MAJOR: _____ MINOR: _____

EMAIL: _____ PHONE: _____

AGENCY INFORMATION

AGENCY

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

WEBSITE: _____

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SITE SUPERVISOR INFORMATION

Site Supervisors are responsible for overseeing a Community Work Study student, and verifying hours worked each pay period. Please provide below the Site Supervisor and a Secondary Site Supervisor.

PRIMARY

SUPERVISOR

NAME: _____

JOB TITLE: _____ PHONE: _____

EMAIL: _____ ALT. PHONE: _____

SECONDARY

SUPERVISOR

NAME: _____

JOB TITLE: _____ PHONE: _____

EMAIL: _____ ALT. PHONE: _____

WORK SCHEDULE *SUBJECT TO CHANGE SEMESTER TO SEMESTER

S _____ M _____ T _____ W _____ Th _____ F _____ S _____

Please use the space below to write the CWS Student Job Description, Attach the job description to this form, or give JasonQuest Job ID# _____.

JOB TITLE:
DEPARTMENT:

Job Description:
KNOWLEDGE, SKILLS AND ABILITIES:
PHYSICAL REQUIREMENTS:

I understand the policies and procedures of the University of West Florida as outlined in the Community Work Study Agency Information Packet and agree to follow them. I understand the agency should provide the student with a meaningful community-based work experience that is aligned with the job description stated above. I approve the job description as fair and accurate.

Site Supervisor Signature: _____ Date: _____

I understand my responsibilities of the Community Work Study Program, the University of West Florida, the Agency, and Career Services. I agree to comply with the above job description and will be a punctual and dependable employee.

Community Work Study Student: _____ Date: _____

Career Services Representative Signature: _____ Date: _____

Please return completed Community Work Study Agency Agreement to Career Services by email, fax or mail.

Mikia Carter, Coordinator, Experiential Learning
University of West Florida
Career Services, Bldg 19
11000 University Pkwy Pensacola, FL 32514
Phone: (850) 474-2254 Fax: (850) 474-7255
mcarter@uwf.edu