

Off-Campus Work-study Program

Agency and Supervisor Expectations

The **Off-Campus Work-study Program** offered through the UTRGV Financial Aid Office assists Nonprofit Organizations, local elementary schools, municipal, state, and federal agencies in employing Work-study eligible students. Work-Study is a government subsidized student employment program designed to assist students in financing their post-secondary education. It also provides both the Agency and the student the opportunity to contribute to their local community through mentorship and work experience through the Community Service Program, America Reads, and the America Counts Challenge Program.

General Program Requirements (Student Criteria)

- Complete a Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA)
- Must be a U.S. Citizen or Permanent Resident (international students are not eligible)
- Students who are not U.S. Citizens or permanent residents must have a social security card (for working purposes only) and an Employment Authorization Card (only eligible for Texas College Work-study)
- Enrolled for the semester
 - Federal College Work-study requires a minimum of 1 credit hour
 - Texas College Work-study requires enrollment at a minimum of 6 credit hours
- Meeting UTRGV Satisfactory Academic Progress requirements
- Demonstrate financial need (determined by FAFSA/TASFA)

Program Requirements for Returning Agencies

The following requirements must be met to be an eligible Agency for participation in the Off-Campus Work-study Program.

1. Annual Contract for service type
2. Update Agency Access form
3. Update Billing Contact Info
4. Review Program Items
 1. Program Expectations
 2. Payroll Calendar
 3. Academic Calendar
 4. UTRGV Holiday Calendar
5. Submit Job Description

Program Requirements for New Agencies

The following requirements must be met to be an eligible Agency for participation in the Off-Campus Work-study Program.

1. Public Interest Job Certification if 501C4 or 501C6
 1. Non-Profit Organizations with an IRS 501(c)4 or IRS 501(c)6 will be required by UTRGV to justify how the job will be used in the public interest as defined by federal regulation Title 34 Subtitle B Chapter 6 Part 675 subpart A §675.22 (b). "Employment provided by a Federal, State, or local public agency, or a private nonprofit organization. (a) If a student is employed by a Federal, State, or local public agency, or a private nonprofit organization, the work that the student performs must be in the public interest. (b) FWS employment in the public interest. The Secretary considers work in the public interest to be work performed for the national or community welfare rather than work performed to benefit a

particular interest or group. Work is not in the public interest if—

- It primarily benefits the members of a limited membership organization such as a credit union, a fraternal or religious order, or a cooperative;
 - It is for an elected official who is not responsible for the regular administration of Federal, State, or local government;
 - It is work as a political aide for any elected official;
 - A student's political support or party affiliation is taken into account in hiring him or her;)
 - It involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office; or
 - It involves lobbying on the Federal, State, or local level.”
2. Response provided will determine if participation for UTRGV Work-study Program can be made. UTRGV has the right to request additional information or modification to the job described in this certification and/or reject the job if it does not serve in national or community welfare.
2. Copy of 501C3, 501C4, or 501C6 form
 3. Annual Contract for Service type
 4. Agency Access Form
 5. Billing Contact Info
 6. Review Program Items
 1. Program Expectations
 2. Payroll Calendar
 3. Academic Calendar
 4. UTRGV Holiday Calendar
 7. Submit Job Description

Job Posting, Selection and Hiring Process

Off-Campus Work-study positions will be posted on Handshake on behalf of the Work-study Program. Please note the items below.

- Update Job Description form as needed to fill Agency vacancies
 - Job Descriptions can be reused annually
- Each position will need a Handshake job posting created to generate the “Job ID” number to be used to initiate hiring with UTRGV.
- Each posting will include “OCWS-” in the job title and Agency Name (i.e., “**OCWS-Pharr Library-Children’s Assistant**”)
- UTRGV Handshake, UTRGV Engagement Zone platforms
 - Agencies are welcome to advertise for positions as well
- Student Employment at UTRGV HR requires all job postings to meet specific criteria for approval; required items include but are not limited to:
 - Employment Dates
 - Weekly Schedule (i.e., Mon- Fri 8am-5pm)
 - Agency location

Once the job is created, students will have access to the job information and be able to apply. Agencies will receive email notifications for resumes and other documents as students apply for posting.

- Please contact Work-study Program to determine if student is eligible for Work-study prior to interview
- Once selection has been made, submit a Student Request form through Google Drive.

New Hiring Notices will be sent once the Work-study Program has reviewed Student Request Forms. If a student is eligible for hire, a Hiring Notice will be sent.

Hiring Notice will be sent to the following persons:

- Student
- Agency Supervisor
- Alt. Supervisor

- Work-study Coordinators
 - And/or Work-study Student Manager

The Hiring Notice will contain all essential employment information including but not limited to:

- Payrate
- Start/End Date
- Hours by semester
- Award amount
- Onboarding links
 - CBC
 - I9 Employment Authorization
 - Biographical Data Form
- Hiring Status Dates
 - Initiated
 - Approved/Rejected

Once hiring has been initiated the assignment will be forwarded to the next appropriate individual for required approval, until it gets to the final Human Resources approval.

NOTE: Students with US citizenship, Permanent Residency, or approved Employment Authorization (determined by UTRGV HR) may be eligible for Work-study. International students are not eligible to receive Work-study funds through the Off-Campus Work-study Program.

- **I-9 Online**
Federal law requires new employees of UTRGV to establish identity and eligibility (social security number) to work in the United States. The I-9 link will be provided to the new hire by the supervisor. Student individual must complete the two-step process below:
 1. Student employee will need to complete all required fields on the I-9 online form
 2. Student employee will need to visit the Office of Human Resources and present original documents to certify the I-9 form
- **Criminal Background Check (CBC)**
Effective as of 07/18/2016 the new hires meeting the following criteria will need to complete a CBC
 1. New employees (being hired for the first time ever part-time or full-time)
 2. Break in service of 6 months or more within the last 12 months at UTRGV
 3. A position reclassification (Student Employee to Full-time Staff)

All Off-Campus Work-study candidates are not allowed to begin employment until the Criminal Background Check is cleared and the ePAF has been approved by the Human Resources Office.

Off Campus Work-study Programs

Program Types

	Undergraduate Min. Pay Rate	Graduate Min. Pay Rate	Agency Funding	UTRGV WS Funding
Community Service	8.00	12.00	25%	75%
America Reads	10.00	15.00	0%	100%
America Counts	10.00	15.00	0%	100%
501C4/501C6 Positions	8.00	12.00	50%	50%

NOTE: Federal and/or State Work-study Program Requirements and UTRGV Minimum Wage establishment establish minimum Pay-rate. Supervisors may increase in \$0.25 increments with justification on WS evaluation. Pay raises only occur after one year of employment.

Scheduling

Student employment positions range for the following dates:

Semester	Start Date	End Date	Weeks
Fall & Spring	September 1 st	May 31 st	37 weeks
(Graduating) Fall	September 1 st	December 11 th *	15 weeks
(Graduating) Spring	September 1 st	May 07 th *	34 weeks
Spring Semester	January 1 st	May 31 st	21 weeks
Summer 1	June 1 st	June 30 th	4 weeks
Summer 2	July 1 st	August 31 st	9 weeks

Please note: The above dates are tentative to change based on academic years.

Off-Campus Work-study positions can be filled at any point in the contract year. If job postings need to be readvertised for positions, please let Work-study Coordinator know to reactivate the Handshake posting.

All student employees may work no more than 19 hours per week. Agency is responsible for assigning schedules for Work-study employees based on the needs of the Agency.

Off-campus Work-study employees can work during the University Holidays. It is recommended that off-campus agencies follow their holiday schedule to allow students time off during periods where the agency will be closed. Agencies are required to accommodate deviations in assigned work-schedule during Final Exams.

Monitoring Hours

Agencies and Work-study Coordinators will be responsible for monitoring students' hours. Work-Study students are awarded a finite amount so hours worked will always be a concern. Once a student exhausts his/her award, there is no more money to earn. The student cannot work over the authorized hours or authorized earnings.

Award increases may be granted at the request of the Agency. Students' eligibility for an award increase is not guaranteed as it is subject to student's eligibility for financial aid at the time of the review. By requesting an increase, the Agency is aware that the agency is responsible for 25% of students' wages as per agreement.

BREAKS

Students can be allowed a fifteen (15) minute break if they are scheduled to work four (4) or more hours at a time. Breaks longer than fifteen (15) minutes or lunch breaks must be shown on the time sheet as "off-the-clock" time. This break is not mandatory. It is a privilege not a requirement.

Timecard Submission

Both student employee and Agency Supervisor are required to have timely submission of timecard certification. Students must complete two timecards, one monitored by the student and Agency, and the other timecard through the UTRGV PeopleSoft Software. All timecards must be submitted no later than 1 business day prior to the timecard due date

Students will be provided with instruction to timecard submission, Payroll Schedule, and direct deposit setup. Please see "**Important Links**" below.

Any timecards submitted after 5:00pm of the time-card due date will result in late paycheck to the student. Peoplesoft timecard submissions have a time lapse and are not received in real time for the Work- study Coordinator to approve. Please have students submit their Peoplesoft timecard before 12pm for it to be routed to the Work-study Coordinator to review and approve in a timely manner. Please ensure that Timecard certification forms are submitted no later than 3:45pm to allow the Work- study Office to review. If both are not received by the due date, the timecard will be approved late.

WORK-STUDY CANCELLATION

At times, it will be deemed necessary for the Work-Study Coordinator to adjust or even cancel a Work-Study Student's Work-Study Award. If such a situation arises, the Work- Study Coordinator, or a representative of the Work-Study Office, will contact the supervisor and the student immediately to inform them of the change. Reasons for cancellation include, but are not limited to

- Students dropping enrollment.
- Student's current Financial Aid award package exceeds current educational financial need.
- Students not complying with UTRGV's Satisfactory Academic Progress Policy.
- Students have already worked enough hours to complete their Work-Study Award.

WORK-STUDY TERMINATION

Employment with the University is at will and may be terminated at any time. The University, at its discretion, may utilize progressive disciplinary procedures in circumstances determined appropriate. A student employee is expected to abide by all University rules, regulations and policies, and by his/her terms of employment. If in doubt, a student employee is expected to ask for assistance until he/she understands all the information and instructions.

It is the policy of the University that supervisory efforts should be concentrated on preventing serious personal problems rather than the right to discipline or to summarily discharge an employee with just cause. An employee who is being counseled or reprimanded should, in private, be told what action was wrong and should clearly understand what is expected of him or her, both in behavior and in job performance.

Any grievance or problem associated with a student's placement, evaluation or termination should

first be discussed with the supervisor (when possible) or the next level of management. The student should be given a verbal and then a written warning before termination. (See Appendix)

There are other circumstances that warrant immediate termination, such as, excessive absences or tardiness.

Some of the situations for immediate termination include:

- breach of confidentiality
- Repeated tardiness or absence, absences without proper notification or satisfactory explanation.
- Poor job performance
- Failure to cooperate with supervisors or other employees
- Willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency and/or safety of office work.
- Falsification of timesheets, HR records, or University/Agency records.

The University of Texas Rio Grande Valley Work-Study Office reserves the right to revoke the privilege of employing Work-Study Students from any University department or Community Service Agency who continuously disregards the policies, rules and regulations set forth by the United States Department of Education, The University of Texas Rio Grande Valley Work-Study

Office concerning the hiring and managing of Work-Study Students.

STUDENT RIGHTS AND RESPONSIBILITIES

REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT

All inquiries concerning Section 504 of the Rehabilitation Act or the Americans with Disabilities Act or services to persons with disabilities should be directed to the Student Accessibility Services Brownsville - BMSLC 1.107 Ph. 956-882-7374, Fax 956-882-7861
Edinburg - University Center 108 Ph. 956-665-7005, Fax 956-665-3840 Email: ability@utrgv.edu

SEXUAL HARRASSMENT AND DISCRIMINATION

Students with questions dealing with discrimination in employment due to sex or disability must contact the EO/AA Compliance Officer to initiate grievance procedures.

TITLE IX-NON-DISCRIMINATION ON THE BASIS OF SEX

Student inquiries or complaints concerning Title IX or non-discrimination based on sex may be presented to the director of the department in question or to Office of Institutional Equity and Diversity ESSBL Room 5.101, Edinburg Campus Phone: 956-665-2103.

SEXUAL HARASSMENT

The University of Rio Grande Valley condemns sexual harassment of the students, staff, and faculty. Any form of sexual harassment will be considered a serious matter to be dealt with accordingly.

Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

It is the policy of The University of Texas Rio Grande Valley that supervisors and faculty shall not enter into any type of romantic or sexual relationship with staff under their supervision or with students enrolled in their courses. Such relationships will be looked upon as potentially detrimental to the working and learning environment, considered inappropriate and unacceptable, and grounds for disciplinary action, including termination, for all appropriate parties involved.

Important Links

[Payroll Calendar](#)

[Peoplesoft Timecard Submission](#)- video

[Peoplesoft Direct Deposit](#) -video

[UTRGV Holiday Calendar](#)

[Academic Calendar & Exam Schedules](#)