COMMUNITY WORK-STUDY PROGRAM HANDBOOK

Contact us at: Benedict Hall Room 101
cce@utep.edu • (915) 747-7969 • www.utep.edu/cce
September 19, 2015

Dear Community Work-Study Participant,

Greetings, and welcome to the Community Work-Study Program! We thank you for taking the initiative to apply to work within your community, and wish you the best of luck. With this service opportunity, you will take a journey of self-revelation, challenge, excitement, and fulfillment. You will make new friends, learn new skills, experience new cultures, and change people’s lives.

We have taken the time to review your indicated skills and interests, and have matched you to a job placement at a host site that best matches your profile. We hope that you will use this program to not only help your community, but to expand your horizons through hands on experience. We would like you to gain new skills that can be utilized in the furthering of your education and career endeavors, along with a rich understanding of the needs of your community.

Although you will be working away from our offices, please know that the Center for Civic Engagement will be here for you whenever you may need assistance. Please do not hesitate to contact us in any event. You are at a unique point in your life, so approach this project as a rare opportunity to discover some new things about yourself, test your limits, and contribute to the betterment of your community.

Thank you again for committing this time of your life to service, and to the Community Work-Study Program.

Sincerely,

Jennifer Rodriguez
Center for Civic Engagement
Assistant Director
Center for Civic Engagement
Mission and Vision

**Vision:**
UTEP students graduate with a deeper sense of purpose and an understanding of and commitment to their roles as citizens of the world that contribute to the vitality of democracy and quality of life for the public good.

**Mission:**
To enhance higher education and contribute to the public good through community based teaching and learning initiatives that enrich student education, promote civic engagement, and improve the community while capitalizing on the region’s and UTEP’s social and intellectual capital.

**Goals:**
1. Increase the number of students with community based engagement learning experiences
2. Support faculty community engaged scholarship
3. Positively impact the community through academic-based and outreach partnerships
4. Support the UTEP’s community engaged mission and efforts

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Center for Civic Engagement
Program Overview

**Community Work-Study**
Federal work-study eligible students may apply to serve as community work-studies. Students are matched with community organizations, turning the work-study experience into a community-based internship. Applications are open at the beginning of the Fall semesters.

**Service-Learning**
Students learn academic content by serving the community. Faculty who enlist their courses through the service learning program teach students in partnership with community nonprofit organizations.

**The CUE (cue.utep.edu)**
A website designed to easily connect you to local nonprofit organizations. On the CUE you will find plenty of exclusive volunteer and community engagement opportunities!
What is “Work-Study”?
According to the University of Texas at El Paso's Financial Aid website:

Work Study is a need-based program designed to provide employment opportunities for students who are in need of the earnings to help pay their educational expenses.

What this means is that acceptance into the Work-Study program is issued to students through the Office of Financial Aid due to need-based circumstances as determined by their Free Application for Federal Student Aid (FAFSA). To become eligible for Work-Study, a student must first submit their FAFSA for review, via the Federal Student Aid Website (located at www.fafsa.ed.gov). They will then receive their student aid package through the UTEP Office of Financial Aid, and be informed if they were awarded Work-Study eligibility or not. Although prior approval through the Financial Aid Office is required to be admitted into a Work-Study position through our program, there are other factors which shall be defined in this packet that need to be satisfied in order for a student to maintain work study eligibility.

How does the “Work-Study” program operate at UTEP?
The University of Texas at El Paso hires students through the Work-Study program to work both on and off campus. To be employed as a Work-Study student through the Office of Financial Aid, students must meet employment eligibility as designated through their financial aid award through the Federal Office of Student Aid, along with Satisfactory Academic Progress (SAP). Listed below are the official requirements to maintain Work-Study eligibility through the UTEP Office of Financial Aid.

Eligibility Requirements for UTEP Work-Study Positions:
• Student must be degree seeking
• Be enrolled full-time (12 hours) in the fall and/or spring semester(s) (long term) and enrolled in at least 3 hours in any summer session (i.e. Maymester, Summer 1, etc.)
• Be eligible to receive student or state aid for the program
• Complete an Employment Eligibility form through the UTEP Financial Aid Office.
• Meet the University’s Satisfactory Academic Progress requirements (SAP).

For more information on maintaining Work-Study eligibility, please visit the UTEP Office of Financial Aid www.utep.edu/financialaid
What is the “Community Work-Study Program”?
The Community Work-Study Program is operated by the Center for Civic Engagement at the University of Texas at El Paso, aimed at connecting UTEP students with their community through service and learning. Work-Study eligible students are matched with community organizations based on skills and interests. Organizations are enlisted to serve as mentor host sites that also benefit from the student’s service to the organization and its mission.

The goal of this program is to form a mutually beneficial partnership between students and the community- one that offers meaningful service to the community organizations, as well as professional development, experience, a deeper commitment to and understanding of their community for students.

Project Duration:
September 1, 2017 through August 31, 2018

Background of the Work-Study Students:
Community Work-Study Students participating in the program are interested in making a positive difference in El Paso region. Students were selected and hired based on interest, abilities, and commitment to the community and their role as Community Work-study students. Students’ background and experience vary from student to student and classifications also range from freshman to senior.

To ensure a successful experience for all, we ask for the following from our partner agencies: The community partner agrees to host a work-study student to complete tasks and activities in connection to the program objectives. The community partner also agrees to appoint a supervisor/mentor to be the contact person and oversight manager for the student. This person must be willing to communicate with Community Work-Study Program staff concerning the student as well as on project/ work progress. Should any concerns or problems arise with the student, the supervisor agrees to communicate with the Center for Civic Engagement staff.

Community Work-Study site supervisors are responsible for the overall supervision of the work-study student. Please offer the student with communication regarding the exact functions and responsibilities expected of the student in relation to the proposed project.

At beginning of the internship, the community partner along with the work-study student will discuss work hours, reporting and training requirements, and any additional information essential for the student to be successful throughout the project period. If any other applications, background checks, or consent forms are required of student in order to begin work, these must be communicated directly to the student.

Upon completion of the internship, an evaluation form will be sent to the community partner to provide feedback on the student’s performance.
**Other Roles and Responsibilities of Community Partner:**

**Project:** Communicate the philosophy and objective of the organization to the student, supervise the student on site, provide a safe environment for the student, provide working space for the student, maintain communication with the Center for Civic Engagement staff, evaluate the outcome of the program, and evaluate the student’s progress.

**Participation:** The community partner agrees to work and assist the student for the duration of the project period.

**Tasks and project:** Tasks and projects are identified and outlined for and with the student during the beginning of project period.

**Record Keeping:** The work-study student is expected to keep a time sheet indicating time worked under the supervision of the community partner supervisor/mentor. This time sheet must be signed by both the student and the supervisor/mentor and submitted to the Center for Civic Engagement by the deadline indicated via an email sent directly to the student.

**Sensitivity:** The community partner will be sensitive to the reasonable needs of the students (school/class schedule, training, orientation, etc).

**Concerns:** The community partner shall express concerns to the Center for Civic Engagement staff should any arise during the project period.

**Communication:** Communication will be constant with the student and the Center for Civic Engagement to ensure the best experience and benefit for all partners involved.

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**WORK-STUDY STUDENT EMPLOYMENT POLICIES**

This information has been gathered from the UTEP financial aid website. For more information on the Work-Study program please visit their site. [http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/finaid](http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/finaid)

**Wages:** For the 2017-2018 academic year, the work-study wages are $7.25. In no event will a Work-Study participant student earn less than the minimum wage. Work-Study participants are not eligible for overtime pay.

**Maximum Hours:** Community Work-Study Program students will work a minimum of 15 hours per week. Community Work-Study Program students are not authorized to work over 19 hours per week, nor are they allowed to exceed their designated Work-Study award allotment.

**Work Periods:** A student must be enrolled in a least 12 (twelve) credit hours for the current term to be eligible for Community Work-Study Program employment. The work periods are as follows:

- **Fall Semester 2017:** September 1st, 2017 - December 16th, 2017
- **Spring Semester 2018:** January 15th, 2018 - May 25th, 2018

**Work Schedules:** The Community Work-Study Program student and his/her site supervisor will mutually agree upon a work schedule. This schedule is subject to change, dependent upon the student’s schedule and the employer’s needs. Work schedule should be developed around the student’s class schedule and academics are priority.

**Student Benefits:** Community Work-Study Program students are not eligible for benefits under the University of Texas at El Paso’s employment system. Students are not eligible for paid holidays and do not accrue sick leave or vacation benefits. Community Work-Study Program students are not eligible to participate in the employee insurance plan.
COMMUNITY WORK-STUDY
STUDENT RESPONSIBILITIES

Students hired under the Community Work-Study Program must:

- Serve as a liaisons between community agencies and the Center for Civic Engagement to help in connecting organizations with UTEP resources.
- Create and maintain the agency’s CUE profile to enhance their online presence as well as their relationship with the university.
- Submit a monthly report to cce@utep.edu. Work-Study participants will be e-mailed instructions regarding the monthly report.
- Recruitment of student volunteers
- Participate in an evaluation at the beginning of work period and end of work period.
- Be willing to work with the organization on a project or set of tasks during both the Fall and Spring semesters.
- Have completed mandated customer service training through Financial Aid (visit Financial Aid webpage at www.utep.edu/financialaid)
- Be a full-time student taking a minimum of 12 credit hours in the Fall and Spring semesters.
- Have a great work ethic, professional attitude, and willingness to learn.
- Participate in a 3-hour orientation at the beginning of the project period.
- Participate in an end of program celebration where students and organizations showcase their collaborative work through a project portfolio.
- Participate in mandated Community Work-Study meetings/trainings with the CCE. These trainings/meetings will count towards the student’s work time.

Timesheets: According to the UTEP financial aid website, Work-Study participants should keep an accurate record of their time worked. Time is recorded to the nearest 1/4 hour; 15 minutes=.25, 30 minutes=.50 hours, 45 minutes=.75 hours. No more than 8 working hours allowed in one single day.

Students employed will be asked to complete and submit a hard copy timesheets to the Center for Civic Engagement for each time period. A separate time sheet is required for each time period. Time sheets must be legible and completed in blue or black ink only (original timesheet only allowed; scanned copies and photocopied documents will not be accepted.)

The student must complete and submit the time sheet to the Center for Civic Engagement no later than the date as indicated by e-mail notification or the last day of the pay period to the CCE offices. The program supervisor will then verify the hours and sign the time sheet.

Any timesheet submitted after the due date will be delayed two weeks; it will be processed with the next payroll.

Payroll: Work-Study participants are paid bi-weekly, according to the UTEP Financial Aid office payroll schedule. Students may pick up their paychecks from the Administration office on payday, beginning at 8:00 am. Students must present a photo ID to receive their check; checks will not be issued to any other than the student. Paychecks no retrieved by 3:00 pm on payday will be mailed to the student.

Work-Study participants may elect to have their paycheck direct deposited; to initiate the process for direct deposit, please contact the Payroll Office at (915) 747-8933 or email them at payroll@utep.edu.
Directions for Timesheets

Students must fill out the following sections:

1. Employee Name: Your full name
2. Job Title: Work-Study
3. Department: Center for Civic Engagement
4. Division: Leave Blank
5. UT EID: 800 #
6. Month/Year
7. Work Schedule: Weekly schedule
8. Classification: (Work-Study)
9. Pay Rate: $7.25/hr
10. Pay Period: 1st-15th or 16th- 31st
11. Week of: Month/Date through Month/Date
12. # Hrs worked: total hours per day
13. Total Hours is automatically calculated
14. Employee Signature: Work-Study student signature
15. Supervisor Signature: Direct Supervisor/Mentor must sign

The Center for Civic Engagement will email students and community partners the excel document time sheet file.

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<th>Employee Name</th>
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"Anybody can be great... because anybody can serve"
Fall 2017
Academic Calendar

Registration Add/Drop........................................................................................................3 APR - 23 AUG
Tuition payment deadline for students who registered early..................................................AUG
Late registration prior to classes........................................................................................24 - 25 AUG
Classes begin.........................................................................................................................28 AUG
Late Registration - Continued........................................................................................................8 JAN
Labor Day - University Closed...........................................................................................4 SEP
Census Day...........................................................................................................................13 SEP
Graduation application deadline for degree conferral................................................................
(Fee $35.00, after this date $50.00)..........................................................................................6 OCT
Freshman mid-terms grades due to the Registrars Office..........................................................25 OCT
Mid-term grades e-mail to Freshman via UTEP E-mail address..............................................30 OCT
Course Drop Deadline.............................................................................................................3 NOV
Deadline to submit candidates' names for Commencement Program....................................17 NOV
Thanksgiving Holiday - University Closed...........................................................................23 - 24 NOV
Dissertation Defense Deadline...............................................................................................DEC
Last day of classes and complete withdrawal from the University........................................7 DEC
Dissertation Submission Deadline.........................................................................................DEC
Dead Day...............................................................................................................................8 DEC
Final Exams...........................................................................................................................11 - 15 DEC
Last day to accept late graduation applications.....................................................................15 DEC
Winter Commencement........................................................................................................16 DEC
Thesis Defense/Thesis Submission Deadline.........................................................................DEC
Final grades due to Registrar's Office....................................................................................19 DEC
Final grades officially available to students online................................................................21 DEC

Spring 2018
Academic Calendar

Registration Add/Drop...........................................................................................................31 OCT - 10 JAN
New Year's Day - University Closed........................................................................................1 JAN
Tuition payment deadline for students who registered early....................................................8 JAN
Late registration prior to classes...........................................................................................11 - 12 JAN
Martin Luther King, Jr. Day - University Closed..................................................................15 JAN
Classes begin.........................................................................................................................16 JAN
Late Registration - Continued..............................................................................................16 - 19 JAN
Census Day...........................................................................................................................31 JAN
Graduation application deadline for degree conferral............................................................16 FEB
Spring Break - No Classes.....................................................................................................12 - 16 MAR
Freshman mid-terms grades due to the Registrars Office.......................................................22 MAR
Mid-term grades e-mail to Freshman via UTEP E-mail address.............................................26 MAR
Course Drop Deadline...........................................................................................................29 MAR
Cesar Chavez Day Observance - No Classes.................................................................30 MAR
Deadline to submit candidates' names for Commencement Program..................................13 APR
Dissertation Defense Deadline...............................................................................................20 APR
Last day of classes and complete withdrawal from the University........................................3 MAY
Dissertation Submission Deadline.........................................................................................4 MAY
Dead Day...............................................................................................................................4 MAY
Final Exams...........................................................................................................................7 - 11 MAY
Last day to accept late graduation applications.....................................................................11 MAY
Spring Commencement..........................................................................................................12 MAY
Thesis Defense/Thesis Submission Deadline........................................................................15 MAY
Final grades due to Registrar's Office....................................................................................16 MAY
Final grades officially available to students online..................................................................21 MAY