



## Student Employment Office

East Carolina University  
100-C Fletcher Residence Hall • Greenville, NC 27858-4353  
252-737-HIRE (4473) • 252-328-5599 fax  
Web: [www.ecu.edu/hireapirate](http://www.ecu.edu/hireapirate) Email: [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu)

---

May 28, 2009

Dear Community Service Agency,

We are excited to offer you the opportunity to have college students work for your agency during the upcoming academic year at no cost to you. Please consider this your invitation to partner with East Carolina University as we kick off our Fall 2009-Spring 2010 Federal Work Study Community Service Program.

There are a limited number of students available to work through this program. This means there is no guarantee a student will work with your organization. Students are allowed to work a **maximum of 20 hours per week** dictated by class schedule and availability, with your agency beginning August 25<sup>th</sup>, 2009 through May 6<sup>th</sup>, 2010. Undergraduate students working through the FWS Community Service program will be paid \$10.00 an hour and graduate students will be paid \$12.50 an hour by ECU with federal funds.

The process is simple. ECU's Financial Aid office determines student eligibility, and the Student Employment Office links students with your organization and handles their payroll. Your role is simply to post job descriptions online, provide on-the-job supervision for students, keep track of the hours they work and sign time sheets.

Only Community Service/Non-profit/501(C)3 organizations, whose services are designed to improve the quality of life for community residents, will qualify for this free student help! Priority is given to agencies whose programs involve education, mentoring, tutoring, family literacy, human services, environmental and public safety needs. All you have to do is complete these steps:

☀ **PARTICIPATION AGREEMENT:** Please complete, sign and return the **original** form to the address listed above (sorry no faxes). We will return a signed copy to you for your records. This all-important form serves as your enrollment in the Fall 2009-Spring 2010 Federal Work Study Community Service Program.

☀ **POSTING YOUR JOB DESCRIPTIONS:** Federal regulations require job descriptions to be on file for every FWS position. If you have participated with us before and want to use the same job description(s) let us know and we can copy them for you. New participants can submit their job descriptions at [www.ecu.edu/hireapirate/jobpostform.cfm](http://www.ecu.edu/hireapirate/jobpostform.cfm). Job descriptions will be reviewed for accuracy and then be activated for students to apply. **IMPORTANT** – the only students eligible to work in the FWS program are students who receive a Hiring Authorization Form from ECU. Make sure you request students to bring this form to the interview. If they do not have the form, they are not eligible!

Please submit your participation agreement and job descriptions by June 30, 2009. Feel free to contact us for any assistance at (252) 737-4473 or [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu).

Sincerely,

Larry Donley  
Director of Student Employment

**FEDERAL WORK STUDY COMMUNITY SERVICE PROGRAM  
OFF CAMPUS EMPLOYER PARTICIPATION AGREEMENT (Fall 2009 – Spring 2010)**

This agreement is between East Carolina University, ("Institution,") and the community service employing agency \_\_\_\_\_, ("Agency") for the purpose of providing work to students eligible for the Federal Work Study Program ("FWS").

The Institution is considered the employer for purposes of this agreement. The Institution has the ultimate right to control and direct the services of the students for the Agency. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work Study Program, to assign students to work for the organization, and to determine that the students do in fact perform their work. Accordingly the Institution will:

1. Pay 100% of student compensation and 100% of any and all payments required to be made by the Institution under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws.
2. Review timesheets submitted by students as provided in accordance with paragraph 8, below, to verify students are not working more than 20 hours per week
3. Provide periodic updates regarding award status to the Agency and the Student as well as a declining balance award sheet to monitor earnings.
4. Process time sheets and disburse payments directly to the student via direct deposit
5. Remove student worker on a particular assignment, either on its own initiative or at the request of the Agency after discussing the circumstances of the termination with the student and the Agency. The Agency will complete a termination form, if necessary.

The Agency agrees that no student will be denied work or subject to different treatment under this agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat.252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts. The Agency further agrees to:

1. Employ up to \_\_\_\_ Federal Work Study students.
2. Submit the Federal Work Study Job Description to Institution, which will set forth a brief description of the work to be performed, hourly rate of pay and the average number of hours per week students will work.
3. Permit student(s) to work **no more than 20 hours per week** during the period between **Tuesday, August 25<sup>th</sup> 2009 and Thursday, May 6<sup>th</sup> 2010.**
4. Complete and sign the student's Hiring Authorization Form, which states total award amount for which the student is eligible. Student will return completed form to the ECU Student Employment Office prior to beginning work. A student must stop working when his/her accumulated gross earnings reach his/her FWS Award.
5. Provide the student worker(s) with proper guidance and counsel to ensure good work habits and direct the details and means by which the result is to be accomplished.
6. Ensure that work to be performed under this agreement is to be in the public interest and will not result in the displacement of employed workers or impair existing contracts for services.
7. Ensure that each student's work shall not involve any religious activity as part of his/her assigned duties or does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office.
8. Submit, according to the attached schedule, time sheets listing the number of hours worked for each student employed. Students can only be paid for hours actually worked. Students are not eligible to be paid for lunch, vacation, holiday, sick days, or other hours not actually worked.

Neither the Agency nor the Institution will provide students with transportation to and from their work assignments.

\_\_\_\_\_  
Larry Donley  
Director of Student Employment

\_\_\_\_\_  
Agency Representative Signature & Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title of Agency Representative

**THIS DOCUMENT MUST BE RETURNED BEFORE A FEDERAL WORK STUDY STUDENT CAN BEGIN WORKING.**