

**FEDERAL ON-CAMPUS WORK STUDY PARTICIPATION AGREEMENT**  
**AT THE UNIVERSITY OF NORTH TEXAS**

This Participation Agreement is between UNT Student Financial Aid & Scholarships Office and the \_\_\_\_\_ department (hereafter referred to as the Employing Department). This agreement covers the period from **September 1, 2017 to August 31, 2018**, and is for the purpose of employing Federal Work Study students by University "On-Campus" departments. This agreement must be executed by each UNT employing department prior to hiring any Federal Work Study students for the applicable periods as indicated by this Agreement.

**\*\*\*\*Per UNT Policy 05.001 – CWS students are not allowed to work during a scheduled class, even if the class has been cancelled**

**The employing department agrees to:**

1. Continue to expend from its scholarship and student employment funds and amount not less than average expenditure for the last three fiscal years covered by the Participation Agreement;
2. Provide job opportunities for Federal Work Study students which are meaningful to the Federal Work Study employee and a definite service to the employing department through the regular University related programs, functions, and activities. I further agree that the work performed at the University by the Federal Work Study employee will be nonprofit, non-political and non-sectarian activities or functions;
3. Provide job opportunities for Federal Work Study employees in addition to the existing part-time and full-time budgeted employees of the department. In other words, the department agrees not to replace its part-time or full-time employees to hire Federal Work-Study students;
4. Employ Federal Work Study students on an hourly basis, not to exceed a maximum of **20 hours per week** while school is in session, and **29 hours per week** between Fall and Spring semesters, provided student has funds available. The hours may be averaged for the academic period of the Federal Work-Study grant;
5. Monitor the earnings of the student to prevent the student from exceeding the authorized earnings limit, which is the student's Federal Work study award for the appropriate academic period, indicated by the Student Employment Office Referral form;
6. Pay each Federal Work study student for 100% of the total hours worked within the department and at least once a month, through the use of the University approved payroll procedures;
7. Maintain accurate and auditable University approved time sheets and other support records in the department for each Federal Work study employee that indicates the actual number of hours worked, the rate of pay, the total hours paid, and the remaining balance authorized for each Federal Work study student. **Students are not allowed to submit hours for time worked during scheduled classes.**
8. Keep the records indicated in item #7 for at least 5 (Five) years following the end of the fiscal year in which the student is being paid (this is to comply with the federal regulations and requirements for each Federal Work Study Program);
9. Return all payroll checks which have not been directly distributed to the student back to the University Payroll Office by the end of the fifth day following the University payroll date;
10. Use the University Employees Classification and Pay Plan to establish a pay scale for each Federal Work study employees (this scale is consistent with the University's Policies and Procedures);
11. Abide by all federal, state, and institutional regulations which affect the Federal Work Study program as soon as these regulations are made known to the department; and
12. Comply with all federal, state, and University Equal Opportunity laws and policies which prohibit discrimination of any type because of sex, color, religion, handicap or national origin, and furthermore, the employing department hereby agrees to comply with the provisions of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

**The Student Financial Aid & Scholarships Office agrees to:**

1. Approve Federal Work Study students for employment at the University who have met the necessary qualifying criteria for the program within the appropriate award period;
2. Keep the employing departments informed of the maximum amount of eligibility for each student on the Federal Work Study program; and
3. Reimburse each employing department at a rate of 70% of the total salary paid to each Federal Work Study student at the end of each payroll period.

\_\_\_\_\_  
**Signature of Dean, Chairman or Director**

\_\_\_\_\_  
**Signature of Student Financial Aid & Scholarships**

\_\_\_\_\_  
**Date Agreement Signed**

\_\_\_\_\_  
**Dean, Chairman or Director Contact: Extension and Email Address**

\_\_\_\_\_  
**Chart String(s) to be charged – DeptID/Fund**

\_\_\_\_\_  
**\*Department Work Study Contact: Name**

\_\_\_\_\_  
**\*Department Work Study Contact: Extension and Email Address**

\*Please provide a departmental contact for questions directly relating to your on-campus Work Study. This will aid us in ensuring that proper notification regarding policy changes and participation agreement renewals are received by the correct person within your department.