



Office of Scholarships and Financial Aid Community Service Federal Work-Study (FWS) Public School Agreement

AGREEMENT

This AGREEMENT is made this August 1, 2025, by and between Oklahoma State University, hereinafter referred to as the “Institution,” and Independent School District No. 16 of Payne County, Oklahoma, d/b/a Stillwater Public Schools, hereinafter referred to as the “Agency,” a public organization, governmental agency, or a private non-profit organization that qualifies under the Federal Economic Opportunity Act of 1964, as amended, and the regulations governing the Federal Work-Study Program (34 CFR 675), to provide work to eligible students participating in the Federal Work-Study Program.

1. Student Assignment

The Institution agrees to use its best efforts to make eligible students available to the Agency for the performance of specified work assignments under the conditions set forth herein. The Institution further agrees to use its efforts to supply students of appropriate capability, but in no event shall the Institution be liable to the Agency for their acts of commission or omission.

2. Payroll and Tax Withholding

For accounting and payment purposes, it is agreed that the Institution shall be the responsible party for paying the student the compensation for work performed. The Institution will withhold any required state and federal income taxes, unemployment insurance, and FICA (Social Security and Medicare), if applicable.

3. Transportation

It is agreed that neither the Institution nor the Agency shall have any obligation to provide transportation for students to and from their work assignments or to compensate students in lieu of transportation.

4. Removal or Resignation

The Institution, either on its own initiative or at the request of the Agency upon reasonable notice, shall have the right and authority to remove students from a specified work assignment. Students may also resign from their positions upon reasonable notice.

5. Agency Responsibilities

a) Non-Discrimination

The Agency shall not illegally discriminate against any student on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), genetic information, national origin, disability, age, veteran status, or any other status protected by law. The Agency agrees to comply with applicable laws, including the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, as well as the implementing regulations of the U.S. Department of Education.

b) Supervision and Reporting

The Agency shall provide adequate and responsible direct supervision of all student work assignments, maintain proper working conditions, and permit the Institution to inspect the premises if it elects to do so. The Agency shall:

- Maintain and make available the names of supervisors authorized to sign student time sheets;
- Record and verify hours worked daily by each student, attested to by an authorized Agency official;
- Submit student work records using forms provided by the Institution at the end of each pay period.

c) Prohibited Work Activities

No student shall perform work that:

- Results in the displacement of employed workers or impairs existing service contracts;
- Fills a position vacated due to a strike;
- Involves partisan or nonpartisan political activities or lobbying at the federal level;

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- Involves construction, operation, or maintenance of any facility used for sectarian instruction or as a place of religious worship.

d) Institutional Policy Compliance

The Agency agrees to follow the procedures and policies of the Institution, as they may be amended by the Institution, with respect to:

- Recording of hours worked;
- Changing job functions or conditions;
- Terminating students;
- Adjusting wage rates;
- Meeting deadlines for required forms, records, or information related to the Federal Work-Study Program.

e) Legal Compliance

The Agency agrees to comply with all applicable federal, state, and local laws, ordinances, and regulations in its general activities and in connection with the work performed by students.

f) Confidentiality

The Agency agrees to maintain the confidentiality of any student education records or personal information in accordance with the Family Educational Rights and Privacy Act (FERPA).

6. Background Checks and Training

In consideration of the work performed by the students, the Agency will require a cleared background check from each student. Background checks must:

- Be cleared within thirty (30) days from the first day of work for the student;
- Contain a clear status on a criminal and felony background check, a search of the Oklahoma Sex Offender Registry, and the Mary Rippy Violent Crime Offender Registry; and
- Be submitted to the Agency’s Federal Programs office before the first day of work date for the student.

Students may use Appendix A to complete a background check through the Agency. Agency will invoice Institution for said background checks and payment will be due forty-five (45) days from the date of invoice. The Agency will provide any required OSHA training at no cost to the student or Institution.

7. Employment Status and Liability

It is understood that students placed with the Agency under this agreement are not employees of the Agency for any purpose, including but not limited to liability, compensation, or benefits. The Institution shall make required tax withholdings and any employer contributions under applicable state and federal laws, including workers’ compensation.

8. Termination

The term of this agreement shall be for one (1) year from August 1, 2025 – June 30, 2026. This agreement may be terminated by either party at any time upon two (2) weeks' written notice to the other party.

IN WITNESS WHEREOF

The parties have executed this agreement by their duly authorized officers as of the day and year first written above.

Stillwater Public Schools

Oklahoma State University

Roberta Douglas
Stillwater Public Schools School Board President

Julie Swaringim-Griffin on behalf of

Kenneth W. Sewell
Vice President for Research

Date

7/1/25

Date

Contact Information:

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APPENDIX A

WORKSTUDY BACKGROUND CHECK

Attached on the following page.

