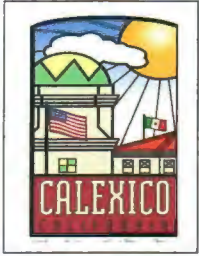


**AGENDA  
ITEM**

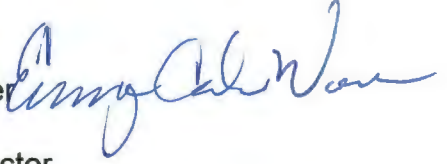
**8**




# AGENDA STAFF REPORT

**DATE:** June 21, 2023

**TO:** Mayor and City Council

**APPROVED BY:** Esperanza Colio Warren, City Manager 

**REVIEWED BY:** Sandra Fonseca, Interim Finance Director

**PREPARED BY:** Lizeth Legaspi, Library Manager 

**SUBJECT:** Authorize City Manager to Sign Work-Study Contract Agreement with Imperial Valley College (IVC) for Fiscal Year 2023-2024

=====

**Recommendation:**

Authorize City Manager to sign Work-Study Contract Agreement with Imperial Valley College for fiscal year 2023-24.

**Background:**

Imperial Valley College Work-Study program partners with agencies such as the City of Calexico to provide work opportunities to students who are eligible to participate. Students perform work that is in the public interest. The City of Calexico has partnered with this program for the last 32 years.

Participants are afforded training in areas such as general office work, library activities, adult literacy, traffic control and recreation activities. Participants must be supervised at all times by a full-time city employee and will not be replacing former employees as work assigned is additional activities generated during the year.

The IVC Work-Study program pays 65% of the participant’s salary. The city is responsible for the balance of 35%. City departments regularly include funding for this program in their budgets.

**Discussion & Analysis:**

The City of Calexico, throughout the years, has used the services of training agencies. The partnership allows the trainee to learn skills that will contribute to the trainee’s transition to employments opportunities in the public or private sector. This training agreement must be renewed annually. The agreement with IVC is for a one-year period ending June 30, 2024.



**Fiscal Impact:**

<b>Account</b>	<b>Description</b>	<b>Amount</b>
111-50-510-55032-000	Student Programs	\$7,570
111-50-520-55032-000	Student Programs	\$4,200
111-50-525-55032-000	Student Programs	\$1,600
111-20-216-55015-000	Temporary Staffing	\$4,000

These expenses were included and approved in FY 2022-23 and have been included in the FY 2023-24 budget proposal.

**Coordinated With:**

Police and Recreation Departments

**Attachment:**

1. Contract Agreement
2. Agency Memo
3. Work-Study Job Descriptions
4. Work-Study Wage Rages FY 2023-24



**IMPERIAL VALLEY COLLEGE  
WORK-STUDY CONTRACT AGREEMENT  
2023-2024**

**AGREEMENT**

THIS AGREEMENT is executed as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between Imperial Valley College (hereinafter called "**Institution**"), and the employer,  
\_\_\_\_\_, hereinafter called "**Agency**".

**WITNESSETH**

**WHEREAS**, it is the intention of the parties to participate in the Federal Work-Study Program, pursuant to Title IV, Part C, Section 441-446 of the Higher Education Act of 1965 as amended (42 U.S.C. 2751-2756) for the purpose of providing work to students eligible for the program; and

**WHEREAS**, Institution and Agency desire that certain of the Institution's students engage in work for public and private nonprofit Agencies under the Federal Agency Work-Study Program, authorized by the Higher Education Act of 1965, and,

**WHEREAS**, Institution and Agency desire that certain of the Institution's students and participants of the CalWORKs Program engage in work for private, for profit or private nonprofit and for public agencies under provisions of the State CalWORKs Program,

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. The Institution shall be the employer of record. It has the ultimate right to control and direct the services of the student for the Agency. It shall also determine that the students meet eligibility requirements for employment under at least one of the Work-Study Programs: Federal Work-Study, Federal Extended Opportunities Programs and Services Work-Study, College CalWORKs Program, the Institution shall assign eligible students to work for the Agency. In addition: students' awarded hours may be modified (**INCREASED/DECREASED**), by the institution based on the availability of federal and state funds. The Agency's responsibility for supervision shall be limited to direction of the details and means by which students perform work for Agency.
2. Agency shall meet any and all other conditions as set forth in the Work-Study Guidelines for the higher Education Act of 1965, and set forth in the California Education Code, part 42, as amended.
3. The work performed by such students shall be in the public interest or, in the case of private for profit employment, work shall be related to the student's academic major, course work, or career interest, and shall not:
  - a. Displace or supplant employed workers or positions budgeted for regular employees in the previous or subsequent 12 month period; nor shall work require any funds appropriated for this program to supplant any state, federal, institutional or other funds used to support previous or existing paid positions in any profit or nonprofit agency; impair existing contracts for services; nor fill positions that are vacant because the employer's regular employees are on strike;

- b. Involve any partisan or nonpartisan political activity associated with a candidate or with a contending faction or group in an election for public or party office
- c. Involve any lobbying on the Federal, State or local levels; nor
- d. Involve the construction, operation, or maintenance of any facility that is used or is to be used for sectarian instruction or as a place for religious worship.

**4. Agency agrees:**

- a. To utilize the services of qualified students referred to it by the Institution who are eligible to participate in the Federal Work-Study Programs, hereinafter referred to as "Participants".
- b. To submit a request form for student referral, hereinafter called "**Work-Study Job Description Form**", which provides all of the following information:
  - 1. The total number of all positions available;
  - 2. A job description of each available position, including the suggested rate of pay;
  - 3. The skills required of the prospective Participant;
  - 4. Preferred days and hours.
- c. Provide a mutually acceptable workstation to participant and, in so doing, to provide supervision, necessary equipment, materials and tools. The Institution shall in no way be held liable for the operation of vehicles, equipment and tools. Agency will permit supervision by a representative of the Institution.
- d. Complete all necessary monthly time keeping for accounting purposes on forms provided by the Institution. Certify the accuracy of hours reported and of satisfactory performance on the part of the Participant.
- e. Provide a written evaluation of work performed at the end of each employment period and, on an annual basis make available to the Institution, and/or the U.S. Department of Education, all records pertaining to the placement of Participants under this Work-Study Agreement.
- f. Participants are allowed to work fifteen (15) hours per week. However, **permission may be granted for a limited extension** of not more than twenty (20) hour per week under special conditions. The extent of the student's financial need and the potential harm of the combination of work and study hours on a student's academic progress shall be taken into consideration when determining maximum hours a student can work on an individual basis. Participants must be enrolled at Imperial Valley College to be eligible for Federal Work-Study.
- g. Pay monthly to the institution a percentage of the total compensation:

Non Profit Agency	35%
For Profit Agency	50%
CalWorks Program	25%
EOPS/America Reads	0%
On Campus	0%-35%

- h.** The Agency, both profit and non-profit, also agrees to reimburse the Institution for **100% of the Worker's Compensation Insurance and 100% sick leave paid in accordance with California AB 1522.**
- i.** In accordance with Title VI of the Civil Right Act of 1964 and Title IX of the Educational Amendments of 1972, the services and benefits of the Agency, which involve the work of such students, shall be available to all persons regardless of race, color, national origin, gender, religion or disability.

**5. Institution agrees:**

- a.** To post Agency job descriptions on campus on-line job board.
- b.** To notify the Agency of any student who may become **ineligible.**
- c.** To review, with the Participants, the terms and conditions of the Work-Study program.
- d.** Upon the verbal or written request of the Agency, the Institution will accept the termination of any Participant provided by the Institution.
- j.** **The Institution shall be responsible for the administration of the Work-Study Program, the maximum hours allowed and the rate of pay per Participant.** The Agency shall not make payments of money to Participants.
- k.** During the term of this Work-Study Agreement, the Institution shall obtain and keep in force at all times, Workers' Compensation Insurance covering all Participants during assigned working periods.

- 6.** Compensation to be paid to Participants shall be no less than the state minimum wage, and, shall be appropriate and reasonable in light of the work to be performed by them. Rate of pay shall be subject to approval by Institution.
- 7.** In accordance with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, the services and benefits of an Agency, which involve the work of students, shall be available to all persons regardless of race, color, national origin, or sex, religion or handicap. No student shall be denied participation in the Work-Study Programs because of race, color, national origin, or sex, religion or handicap.
- 8.** Compensation of Participants for work performed on a project under this agreement will be disbursed-- and all payments due as an employer's contribution under State of local Workers' Compensation laws, under Federal or State Social Security laws, as required, will be made--by the Institution unless otherwise required by state law.
- 9.** To the extent authorized by law, Institution shall indemnify, hold harmless and defend the Agency, its officers, agents, and employees against all liability, claims, losses, demands and actions for injury to or death of persons or damage to property arising out of or in consequences of this agreement, provided such liability, claims, demands, losses or actions are due to the negligent acts or omissions of the Institution, its officers, agents, employees or student-participants in the performance of this agreement; and
- 10.** To the extent authorized by law, the Agency shall indemnify, hold harmless and defend the Institution, its officers, agents and employees against all liability, claims, losses, demands and actions for injury to or death of persons or damage to property arising out of or in consequences

of this agreement, provided such liability, claims, demands, losses or actions are due to the negligent acts or omissions of the Agency, its officers, agents, or employees in the performance of this agreement.

11. Contract Agreement may be canceled by either party upon seven (7) days advance written or verbal notice to the other party.
12. This Contract Agreement shall be subject to the availability of funds to the Institution for the portion of the Participant's compensation not to be paid by the Agency. It shall be subject to the applicable provisions of Title IV, Part C, Sections 441-446 of the Higher Education Act of 1965, and/or to Article 18 of the California Education Code.
13. This Contract Agreement shall be effective **July 1, 2023 and terminate June 30, 2024**, unless terminated sooner.
14. This Contract Agreement may not be changed except by a written document signed by authorized representatives of Agency and Institution.
15. This Contract Agreement constitutes the entire agreement between the parties. There is no express or implied agreement except as stated in this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement the day and year first above written.

By:



\_\_\_\_\_  
Signature of Institutional Contracting Officer

**Lisa Seals**  
Director of Financial Aid

**Imperial Valley College**  
Name of Institution

**380 E. Aten Road**  
**Imperial, CA 92251**  
Institution Address

**[lisa.seals@imperial.edu](mailto:lisa.seals@imperial.edu)**  
Email Address

**(760) 355-6474**  
Telephone Number

By:

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Name of Agency Representative (Please print or type)

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Agency Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Agency State Tax Number

## MEMORANDUM

**To:** Department Chairs, Directors, & Supervisors of Student Workers

**From:** Lisa Seals, Director of Financial Aid

**Subject:** Federal Work-Study Program Changes

**Date:** May 11, 2023

**Encl:** Work-Study Contract  
Work-Study Job Description Form  
Sample Work-Study Instructions email  
2023-24 Student Wage Rate  
Work-Study Timecard  
Work-Study Supervisor Handbook  
Guidelines on Interview Questions

**We would like to express our gratitude to you for your participation in the IVC Work-Study Program. We appreciate your efforts and contributions which help our students to become successful and we look forward to working with you this coming year.**

**Please read the Supervisor Handbook carefully. Failure to comply with the guidelines provided in the Handbook, such as failure to submit completed timesheets via webtime, could result in departmental reassigning of student employees. Failure to meet timesheet deadlines creates accounting exceptions that impede reconciliation of federal funding.**

### AVAILABLE POSITIONS

Please consult with the Work-Study Coordinators regarding the maximum number of positions available to your department. **Please note that due to the continued increases in minimum wage, the number of positions assigned have been reduced slightly for some departments.** Students are only allowed to work on-site and under supervision.



## HOW WORK-STUDY AWARDS OFFERED TO STUDENTS

On a first-completed, first- awarded basis, students who have checked that they are interested in work-study on question 31 of the FAFSA and are determined eligible will receive a work-study offer in WEBSTAR. We anticipate that financial aid award offers will be sent to students with completed files in late May. This award must be accepted on WEBSTAR in order for the student to receive additional instructions via email on how to secure a position. Work-Study offers will be made throughout the year, however, there is no guarantee of job placement even if an offer has been accepted. Securing a work-study position is the responsibility of the student. Please note that returning work-study students must also follow these procedures. **Please do not hold a position for a returning work-study student as there is no guarantee the student will receive an offer. Positions unfilled by October 1<sup>st</sup> may be given to department in need of additional positions.**

## HOW TO LIST A FEDERAL WORK-STUDY JOB

1. Complete the attached Work-Study Contract and Work-Study Job Description Form(s) and email to [maria.maci@imperial.edu](mailto:maria.maci@imperial.edu). **Please note only typed Job Descriptions will be accepted and posted.** Job descriptions will be posted as received once the contract has been approved.
2. Job listings will be posted online in June. Refer to the Supervisor Handbook for instructions on hiring a work-study student.

## EMPLOYMENT PERIOD FOR FWS STUDENTS

Fall 2023: August 1, 2023 thru December 15, 2023

Spring 2024: January 2, 2024 thru June 7, 2024

There is no Work-Study during the summer. Please keep in mind that the length of time the student can actually work is contingent upon the individual student's Work-Study award, the hourly rate, and the hours worked each week. There is also no guarantee that a student will be able to get a job or earn the full amount of the award before the IVC allocation for FWS funds is spent.



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

**WORK-STUDY JOB  
DESCRIPTION FORM 2023-2024**

Job title: Student Assistant/ Library Aide

Pay Rate: \$ 15.50/hr.

Agency: City of Calexico

Employment site: Camarena Memorial Library

Address: 850 Encinas Ave. Calexico, CA 92231

**Job skills and qualifications required:**

Basic English reading and writing skills; Ability to use computer systems; Good interpretation and communication skills to interact with the general public; Valid CA ID/Driver's License or US Passport needed for live scan purposes; Ability to file and type accurately.

**Job duties/Description:**

Job consists primarily of shelving books (numerically and alphabetically); Filing paperwork; Light typing; Checking materials in and out; Assisting customers find books/materials and helping with various library programs; Provide good customer service to all.

Contact Supervisor: Lizeth Legaspi

Phone number: 760-768-2170

Total hours per week: 15 (max 15 hours)

**Preferred work schedule:**

Days:	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Hours:	<u>10-7 pm</u>	<u>10-7 pm</u>	<u>10-7 pm</u>	<u>10-7 pm</u>	<u>10-5 pm</u>

\*\*\*\*\*

**For Office Use Only**

**Date Received** \_\_\_\_\_ **Dept. Code** \_\_\_\_\_ **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_



IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE

WORK-STUDY JOB  
DESCRIPTION FORM 2023-2024

Job title: Student Assistant/ Literacy Tutor

Pay Rate: \$ 15.50/hr.

Agency: City of Calexico

Employment site: Camarena Memorial Library

Address: 850 Encinas Ave. Calexico, CA 92231

Job skills and qualifications required:

Fluent English reading and writing skills; Ability to use computer systems; Good interpretation and communication skills to interact with the general public; Valid CA ID/Driver's license or US Passport needed for live scan purposes; Have patience and empathy and capable of maintaining confidentiality.

Job duties/Description:

Tutor adult literacy learners with basic literacy skills; Keep records of tutoring sessions and lesson preparation; Use student-centered approaches to tutoring; Assist with other library related services.

Contact Supervisor: Lizeth Legaspi

Phone number: 760-768-2170

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Hours:	<u>10-7 pm</u>	<u>10-7 pm</u>	<u>10-7 pm</u>	<u>10-7 pm</u>	<u>10-5 pm</u>

\*\*\*\*\*

**For Office Use Only**

**Date Received** \_\_\_\_\_ **Dept. Code** \_\_\_\_\_ **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_



IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE

WORK-STUDY JOB  
DESCRIPTION FORM 2023-2024

Job title: Student Assistant/ (2) Sports Program Assistant

Pay Rate: \$ 15.50/hr.

Agency: City of Calexico

Employment site: Calexico Recreation Department

Address: 707 Dool Avenue, Calexico, CA 92231

Job skills and qualifications required:

Must enjoy working with youth. Interpersonal skills using tact, patience and courtesy.

Basic knowledge of sports. Ability to guide and monitor kids of all ages. Abilities to work outdoors.

Job duties/Description:

Assist with sports programs such as score keeping and coaching; setting up fields; setting up equipment and monitoring kids during recreational activities; greet program participants and parents.

Contact Supervisor: Jamie Chew

Phone number: 760-768-2176

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday	Tuesday	Wednesday	Thursday	Friday
Hours: <u>10am-8pm</u>	<u>10am-8pm</u>	<u>10am-8pm</u>	<u>10am-8pm</u>	<u>10am-8pm</u>

\*\*\*\*\*

**For Office Use Only**

**Date Received** \_\_\_\_\_ **Dept. Code** \_\_\_\_\_ **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_



IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE

WORK-STUDY JOB  
DESCRIPTION FORM 2023-2024

Job title: Student Assistant/ (1) Office Assistant

Pay Rate: \$ 15.50/hr.

Agency: City of Calexico

Employment site: Carmen Durazo Cultural Arts Center

Address: 421 Heffernan Ave., Calexico, CA 92231

Job skills and qualifications required:

Must enjoy working with the public. Interpersonal skills using tact, patience and courtesy.

Operation of a computer and computer software such as Word, Excel and Power Point.

Correct English usage, grammar spelling, punctuation and vocabulary. Basic arithmetic calculations.

Telephone techniques and etiquette. Oral and written communication skills.

Job duties/Description:

General office work; answer telephone, take messages, and re-route phone calls as necessary;

greet students, parents, instructors, and visitors; provide program information;

create flyers, forms and various other documents; set up and tear down for daily activities.

Contact Supervisor: Eduardo Quintero

Phone number: 760-357-5575

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday	Tuesday	Wednesday	Thursday	Friday
Hours: <u>11am-8pm</u>	<u>11am-8pm</u>	<u>11am-8pm</u>	<u>11am-8pm</u>	<u>11am-8pm</u>

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**For Office Use Only**

**Date Received** \_\_\_\_\_ **Dept. Code** \_\_\_\_\_ **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_



IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE

WORK-STUDY JOB  
DESCRIPTION FORM 2023-2024

Job title: Student Assistant/ (1) Office Assistant

Pay Rate: \$ 15.50/hr.

Agency: City of Calexico

Employment site: Calexico Recreation Department

Address: 707 Dool Avenue, Calexico, CA 92231

Job skills and qualifications required:

Must enjoy working with the public. Interpersonal skills using tact, patience and courtesy.

Operation of a computer and computer software such as Word, Excel and Power Point.

Correct English usage, grammar spelling, punctuation and vocabulary. Basic arithmetic calculations.

Telephone techniques and etiquette. Oral and written communication skills.

Job duties/Description:

General office work; answer telephone, take messages, and re-route phone calls as necessary;

greet students, parents, instructors, and visitors; provide program information;

create flyers, forms and various other documents.

Contact Supervisor: Debbie Flores

Phone number: 760-768-2176

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday      Tuesday      Wednesday      Thursday      Friday

Hours: 8am-6pm      8am-6pm      8am-6pm      8am-6pm      8am-5pm

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**For Office Use Only**

**Date Received** \_\_\_\_\_ **Dept. Code** \_\_\_\_\_ **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

**WORK-STUDY JOB  
DESCRIPTION FORM 2023-2024**

Job title: Student Assistant/ Traffic Controller

Pay Rate: \$ 15.50/hr.

Agency: City of Calexico

Employment site: Calexico Police Dept./Traffic Division

Address: 420 E. Fifth St./123 Paulin Ave., Calexico, CA 92231

**Job skills and qualifications required:**

Required to work Monday thru Friday, Saturday, Sunday and Holidays. Required valid CA drivers license Class C. Required to be fluent in English and Spanish verbally and written. Have good communication skills to be able to interact with the general public, city officials and outside agencies.

**Job duties/Description:**

Required to follow Rules and Regulations of the Calexico Police Dept. Able to lift up to 50 lbs. Able to withstand variable weather conditions: heat, cold, wind and rain. Able to stand for long periods of time. Able to communicate with a walkie talkie. Able to utilize hand tools. Direct and control automobile traffic. Perform minor repairs to parking meters. Clean parking meters. Paint parking meter poles.

Contact Supervisor: Olivia Lopez

Phone number: (760)768-2140 ext 173

Total hours per week: 15 (max 15 hours)

**Preferred work schedule:**

Days: <u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Hours: <u>afternoon</u>	<u>afternoon</u>	<u>afternoon</u>	<u>afternoon</u>	<u>afternoon</u>

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**For Office Use Only**

**Date Received** \_\_\_\_\_ **Dept. Code** \_\_\_\_\_ **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_

**2023-24 STUDENT WAGE RATES**

<b>Effective January 1, 2023</b>
<b>\$15.50</b>