



**STUDENT VOLUNTEER SERVICE
WORKING AGREEMENT**

Between

Student

Educational Institution

And

U.S. Immigration and Customs Enforcement (ICE)
Homeland Security Investigations (HSI)

This agreement provides the basis for mutual understanding between the above parties in matters relating to volunteer service of students who are enrolled in the educational institution and who will be assigned to work sites within HSI.

Purpose of the Volunteer Service Agreement

The anticipated result of this agreement is that each party will assist the other in the accomplishment of its program objectives. For the institution, it is recognized that such objectives are primarily educational in nature. While concerned with providing the opportunity to gain familiarity with the organization and functions of HSI and Federal employment in general, HSI must also be primarily concerned with assuring and maintaining the efficiency of the agency through the effective use of volunteer services to assist in the accomplishment of the HSI mission.

Responsibilities of HSI

1. Designate a staff member to maintain liaison with the educational institution.
2. Inform the institution of available volunteer opportunities.
3. Establish volunteer schedules that accommodate the academic calendar of the institution and enable the student to meet the requirements of both the institution and the agency for completion of the program.
4. Select appointees from among students referred by the institution without any discrimination on the basis of race, ethnic background, creed, national origin, sex or age.
5. Process all personnel actions relating to the student's volunteer appointment.

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6. Respond promptly to referrals of students by the institution.
 7. Relate volunteer assignments as fully as possible to each student's major areas of study and make every effort to maximize the student's learning from his/her volunteer service experience.
 8. Place students under competent supervisors and orient them to the work environment and the conditions governing Federal employment.
 9. Conduct periodic appraisals of each student's performance and provide counseling that will improve performance.
 10. Provide needed reports to the institution on a student's attendance and performance.
 11. Notify the institution as far in advance as possible of the agency's intent to terminate a student's volunteer service.

Responsibilities of the Educational Institution

1. Designate a representative to work with the agency liaison officer.
2. Inform all likely student candidates of the agency's volunteer service opportunities.
3. Refer all interested and qualified candidates to the agency without discrimination, including veterans discharged under honorable conditions.
4. Correlate volunteer service and study in a manner that will assure maximum learning on the part of each student.
5. Furnish the agency with requested information about the student's fields of study and academic standing.
6. Inform the agency of any change in a student's status including termination of study, change to less than half-time enrollment, shifts to other major areas of study, and failure to maintain required standards of the institution.

Student Eligibility

1. Be at least 16 years of age and meet all requirements of appropriate Federal, state, and local laws and standards applicable to using the services of minors.

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2. Be enrolled on at least a half-time basis in a high school, technical or vocational institute, junior college, college, university, or comparable recognized educational institution as required by Federal law.
3. Be recommended for the volunteer appointment by the appropriate staff of the educational institution. Because volunteer service is with the permission of the institution, such appointments must be terminated if permission is withdrawn.
4. Meet the security requirements for the volunteer assignment. The minimum requirement for HSI is a post-appointment National Agency Check with Written Inquiries for those volunteers performing "non-sensitive" duties. A pre-appointment, full-field investigation must be conducted on any volunteer who will be assigned "sensitive" duties.

Conditions of Appointment

1. Volunteer service is uncompensated. Appointments will be documented "Volunteer Service – without compensation."
2. Students participating are not considered to be Federal employees for any purpose other than for purposes of the Federal Tort Claims provision published in 28 U.S.C. 2671 through 2680, and 5 U.S.C. 8101 through 8193 relative to injury compensation for injuries sustained during the performance of work assignments.
3. Volunteer service is not creditable for leave accrual or any other employee benefits. However, the total service will be documented upon termination to provide a record of the student's experience.
4. By acceptance of the volunteer appointment, the student accepts the responsibility to notify HSI in a timely manner concerning the discontinuance of volunteer service.
5. Completion of a period of volunteer service imposes no obligation upon the Federal government to provide an offer of employment.

Termination of Appointment

A student volunteer's appointment may be terminated at any time for any of the following reasons:

- Resignation;
- Change to a curriculum which will not qualify for the volunteer assignment such as taking less than a half-time course load;
- Suspension, expulsion or withdrawal from the educational institution;
- Unsatisfactory work performance;

Initial: ____



- Failure to maintain academic standards; and
- Inability of the agency, for administrative reasons, to retain the student in the volunteer assignment.

Conditions of Agreement

The conditions of this agreement are in conformity with Federal regulations. It is understood, however, that they at no time supersede, alter or take the place of such regulations. Many of the conditions are subject to immediate change by new legislation or policy revisions and are mandatory. Changes, which are not required by new laws or regulations, will be made only by mutual consent of the agency and the institution.

Work Schedule

Each work experience must be consistent with the student's academic studies or career goals. The student may work part-time or full-time or any combination that does not interfere with his or her academic progress.

Equal Employment Opportunity Statement: Full consideration will be given to all qualified applicants without regard to race, color, religion, sex, age, national origin, lawful political affiliation, marital status, sexual orientation, physical handicap (if not a job factor), or membership or non-membership in an employee organization.

Student's Work Schedule

Full-Time Part-Time

Expected completion of work requirements (month, year) _____

Student's Academic Schedule

Full-Time Part-Time

Expected completion of academic requirements (month, year) _____

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FOR STUDENT

Printed Name

Signature

Date

WAIVER OF COMPENSATION

In connection with my services as a student volunteer in HSI, I understand that I will be working during the period shown above without compensation and I hereby agree to waive any and all claims against the Government for salary or wages on account of services performed.

FOR EDUCATIONAL INSTITUTION:

Printed Name

Signature

Title

Date

FOR FEDERAL AGENCY:

Printed Name

Signature

Title

Date