



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145429

PAGE 1 OF 8

DATE: 7/1/2025

**SUBJECT: CONSIDERATION OF A TEXAS TECH UNIVERSITY OFF-CAMPUS
FEDERAL WORK-STUDY AGREEMENT BETWEEN TARRANT
COUNTY, D/B/A TARRANT COUNTY CRIMINAL DISTRICT
ATTORNEY'S OFFICE AND TEXAS TECH UNIVERSITY FOR STUDENT
PARTICIPATION IN A FEDERAL WORK-STUDY PROGRAM**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a Texas Tech University Off-Campus Federal Work-Study Agreement Between Tarrant County, d/b/a Tarrant County Criminal District Attorney's Office and Texas Tech University for student participation in a Federal Work-Study Program.

BACKGROUND

Texas Tech University participates in the United States Department of Education Federal Work-Study Program which provides funds for part-time employment to help students finance the costs of their education. This program provides the opportunity to gain meaningful and substantive legal experience under the supervision and mentorship of practicing attorneys, judges and policy experts, as well as providing funds to help students finance the cost of their education. Participation in this program allows students to apply academic learning to the real world, while gaining valuable insight into the operation of legal institutions.

With approval of this Agreement, the CDA's Office will host a Student-Worker participating in the Federal Work-Study program and will provide Aaron Sharpe with the opportunity to gain clinical experience, professional skills, and the opportunity to observe court proceedings. This Agreement is effective May 19, 2025, and shall terminate on August 15, 2025.

FISCAL IMPACT

There is no fiscal impact to Tarrant County associated with this item as the Student-Worker will be paid from funds provided by the United States Department of Education Federal Work-Study Program.

SUBMITTED BY	Criminal District Attorney	PREPARED BY:	Polly Maxwell
		APPROVED BY:	Mark Kratovil

**TEXAS TECH UNIVERSITY
OFF-CAMPUS FEDERAL WORK-STUDY AGREEMENT**

This Off-Campus Federal Work-Study Agreement ("Agreement") is entered into by and between Texas Tech University, a Texas public institution of higher education ("TTU") and the Tarrant County District Attorney's Office ("Organization"), for the purpose of outlining certain terms and conditions on which the Organization may host and direct eligible University students employed by TTU (each a "Student-Worker") and participating in the United States Department of Education ("ED") Federal Work-Study Program ("FWS Program"). In this Agreement, TTU and Organization may be referred to together as the "Parties" or each, individually, as a "Party."

Background

- A. ED's FWS Program provides funds for part-time employment to help students finance the costs of their education. TTU participates in the FWS Program and identifies eligible students for participation in accordance with applicable law and regulation, including information obtained through students' Free Application for Federal Student Aid ("FAFSA").
- B. The Organization wishes to employ FWS Program-eligible Student-Workers, and the Organization is a reliable agency with professional direction and staff. The Organization will ensure that the work performed by Student-Workers is consistent with the purpose of the FWS Program.
- C. A written agreement between TTU and the Organization is required by federal law or regulation prior to the Organization employing or directing Student-Workers through the FWS Program.

Agreement

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. General Terms.

- a. *Materiality of Background.* The Parties acknowledge and agree that the Background set forth above constitutes a material part of this Agreement and represent and warrant the accuracy of the facts set forth therein.
- b. *Employer-Employee Relationship.* The Parties acknowledge and agree that the Student-Workers are employees of the Organization. Subject to the terms of this Agreement and the law and regulations applicable to the FWS Program, the Organization will be the Student-Workers' employer for such purposes as hiring, controlling, directing, and supervising Student-Workers at the work site. Subject to the terms of this Agreement and the law and regulations applicable to the FWS Program, the Organization will regulate Student-Worker hours of work and generally ensure that they perform their duties properly. Payment of Student-Workers shall be in accordance with Section 2 of this Agreement.
- c. *Attached Schedule(s).* Prior to any Student-Worker being assigned to, or performing work on behalf of, the Organization pursuant to this Agreement, TTU and Organization must execute a Schedule to this Agreement, in the form attached hereto. The Schedule shall set forth the number, term, wage, and job description of Student-Worker(s) assigned to the Organization during the Schedule's term, in addition to any other terms required by law or regulation or otherwise mutually agreed to by the Parties. The term of any single Schedule may not exceed one (1) year, and the terms of a Schedule must conform to applicable law and regulation. In the event of any conflict between the terms of this Agreement and any Schedule, the terms of this Agreement shall control.
- d. *Term and Termination.* This Agreement may be terminated by either Party upon thirty (30) days advance written notice. Any Schedule to this Agreement shall terminate immediately upon termination of this Agreement; however, termination of an attached Schedule shall not have the effect of terminating this Agreement.

2. Payment of Wages.

- a. *Student-Worker Wage and Additional Costs.* TTU shall process payroll for Student-Workers employed under this Agreement. The applicable total wage ("Wage") for a Student-Worker is set forth in a Schedule to this Agreement. The Wage includes the federal share of student earnings provided through the FWS Program. Responsibility for the Wage and Additional Costs shall be as follows:

Federal Share of Wage. The federal share of a Student-Worker's Wage is provided under the FWS Program. The Organization is not responsible for the federal share.

- b. *University to Process Payroll for Student-Workers.* TTU will be responsible for processing payroll for the Organization's Student-Workers employed under this Agreement.
- c. *Organization to Review and Approve Hours.* Student-Workers will report their work hours to TTU and to the Organization at least weekly. The Organization acknowledges that their review and approval of a Student-Worker's reported work hours is of critical importance for TTU's legal compliance, payroll, and billing purposes. Therefore, the Organization will review and approve all of the Organization's Student-Workers' reported work hours at least weekly, and otherwise within one (1) business day of any other reasonable request by University.

3. Conditions of Student-Worker Employment.

- a. The Organization agrees to:
 - i. Provide orientation to Student-Workers regarding hours and place of duty, working conditions, and briefing on safety, standards of conduct and Organization procedures;
 - ii. Provide Student-Workers with an explanation of their duties; performance requirements in terms of quality, methods and priorities, and the necessary basic corrective and progressive training;
 - iii. Provide on-site supervision of the employment activities of Student-Workers;
 - iv. Establish and maintain such records, including time and attendance records, and submit such reports as may from time to time be required by TTU;
 - v. Limit earnings to the amount approved by TTU and limit hours to no more than thirty (30) in any week (provided, however, Student-Workers may work forty (40) hours per week during periods when classes are not in session; further, the Organization shall assume sole responsibility for payment of compensation to Student-Workers for hours worked in excess of such maximum limitation);
 - vi. Ensure a safe work environment for the student employee and shall take all reasonable precautions to protect the health and safety of Student-Workers;
 - vii. Not provide transportation for Student-Workers to and from their work assignment; and
 - viii. Not require or permit a Student-Worker to work during their scheduled class time.
- b. The work performed by Student-Workers employed pursuant to this Agreement:
 - i. Shall be work for which the Organization's funds are available;
 - ii. Shall not result in the displacement of the Organization's employed workers or impair its existing contracts for service;
 - iii. Shall be governed by such conditions of employment as will be appropriate and reasonable in light of such factors as type of work performed, geographical location, and educational level proficiency of the Student-Workers and any applicable federal, state, or local legislation;
 - iv. Shall not involve any partisan or non-partisan political activity associated with a candidate, or contending faction or group, in an election for public or party office;
 - v. Shall not involve the construction, operation, or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place of religious worship; and
 - vi. Shall, where possible, be related to each individual Student-Worker's educational objectives and background.

4. Miscellaneous.

- a. *Organization's Representations and Warranties.* Organization represents and warrants it is duly organized, validly existing, and in good standing under the laws of the state of its incorporation; is authorized to conduct business in Texas; has all necessary approvals to execute the Agreement; and the individual executing the Agreement has been duly authorized to act for and bind the Organization.
- b. *Governing Law; Venue.* Lubbock County, Texas, shall be the sole proper place of venue for any legal action or proceeding arising out of this Agreement or the enforcement of any provision in this Agreement. This Agreement and all of the rights and obligations of the Parties and any claims arising from this Agreement will be construed, interpreted, and governed by the laws of the State of Texas.
- c. *Compliance with Applicable Law.* In performing its duties and obligations under this Agreement and any Schedule hereto, the Organization agrees to comply with all applicable law. The Organization agrees that it will comply with all federal, state, and local laws, regulations, rules, and ordinances applicable to its performance under the Agreement. The Organization also agrees that, pursuant to Texas Education Code § 51.9335(h), any provision required by applicable law to be included in the agreement is considered to be part of this Agreement whether or not the provision appears on the face of the agreement or if the agreement contains any provision to the contrary.
- d. *University Right to Visit Organization Work Site.* In fulfillment of University's obligations under applicable federal law relating to the FWS Program, University officials shall be permitted to periodically visit the Organization and its work site when Student-Workers are employed pursuant to this Agreement to ensure compliance with the terms of this Agreement.
- e. *Liability for On-the-Job Injuries.* The Organization shall be solely responsible for on-the-job injuries to its Student-Workers employed under this Agreement and any Schedule hereto. The Organization agrees to defend, indemnify, and hold harmless University for any claims, costs, or legal process, including reasonable attorney fees, relating to a Student-Worker's injury while working for the Organization.
- f. *No Assignment.* Neither this Agreement, nor any rights or obligations of monies due hereunder are assignable or transferable without University's prior written agreement. The Organization will not assign or subcontract any portion of the Agreement without University's prior written approval.
- g. *Publicity and Marks.* The Organization agrees that it will not publicize this Agreement or disclose, confirm, or deny any details of this Agreement to third parties, or use University's name or protected marks without University's prior written approval.
- h. *Limitation on University's Liability.* It is understood and agreed that University will not be liable for any negligent or wrongful acts, either of commission or omission, chargeable to it unless such liability is imposed by Texas law, and this Agreement will not be construed as seeking to either enlarge or diminish any obligation or duty owed by University to the Organization or to any third party. It is understood and agreed that TTU will not be liable for any indirect or consequential damages.
- i. *Severability; Non-Waiver of Defaults.* If one or more provisions of this Agreement, or the application of any provision to any party or circumstance, is held invalid, unenforceable, or illegal in any respect, the remainder of this Agreement and the application to other parties or circumstances will remain valid and in full force and effect. University's failure at any time to enforce or require the strict keeping and performance of any of the terms and conditions of this Agreement will not constitute a waiver of such terms, conditions, or rights, and will not affect or impair it or University's right at any time to avail itself of the terms, conditions, or rights under this Agreement.
- j. *Entire Agreement; Modifications; Amendments.* This Agreement supersedes all prior agreements, written or oral, between the Organization and University and together with any attached Schedules will constitute the entire agreement and understanding between the Parties with respect to the subject matter hereof. The Agreement and each of its provisions will be binding upon the Parties and may not be waived, modified, amended, or altered except in writing signed by representatives of both TTU and Organization with valid signature authority.

Agreed to and effective as of the date of last signature below (the "Effective Date").

University

By: _____

Name: _____

Title: _____

Date: _____

Organization

By: Robb Catalano

Name: Robb Catalano

Title: First Assistant Criminal District Attorney

Date: 6/2/25

SCHEDULE

**OFF-CAMPUS FEDERAL WORK-STUDY AGREEMENT
BETWEEN TEXAS TECH UNIVERSITY AND THE TARRANT COUNTY
DISTRICT ATTORNEY'S OFFICE**

TERM AND YEAR – SUMMER 2025

This Schedule ("Schedule") to the Off-Campus Federal Work-Study Agreement ("Agreement") between Texas Tech University ("TTU") and the Tarrant County District Attorney's Office ("Organization") is entered into for the purpose of detailing the arrangements between TTU and Organization for TTU Work-Study students to be employed by the Organization during the *Summer 2025* term. All capitalized terms used in this Schedule shall have the meaning defined in the Agreement.

1. **Schedule Term.** This Schedule shall take effect May 19, 2025 and terminate August 15, 2025 (the "Schedule Term").
2. **Maximum Number of Student-Workers During the Schedule Term.** During the Schedule Term, the Organization may employ up to two (2) Student-Workers through the FWS Program and pursuant to the Agreement.
3. **Student-Worker Title, Wage, and, Wage, and Job Description.** The Student-Worker(s) employed under this Schedule and Agreement shall be employed in the following-titled positions at the following total Wage (including the described non-federal portion of the Wage).

Job Title	Total Wage (per hour)	Maximum Number of Student-Workers in Position
<i>Summer Legal Work Study Position</i>	\$15.00	2

4. **Attached Job Description.** A job description for each above-named position is attached hereto. The job description must include any required qualifications or prerequisites for Student-Workers, a detailed description of the job duties associated with the position, and the name of the Student-Worker supervisor.
5. **Review and Approval of Student-Worker Hours.** The Organization shall review and approve Student-Workers' reported work hours bi-monthly. Approvals or other comments should be sent to: Kayla Wimberley (or designee), (806) 834-3214, kayla.wimberley@ttu.edu.
6. **Organization Work-Study Contact.** The following named shall be TTU's primary contact at the Organization for all questions relating to this Schedule and the Agreement during the Schedule Term (the "Organization Contact"). The Organization Contact or the designee, as communicated in writing to TTU, shall respond to all reasonable or necessary inquiries within one (1) business day. The Organization may update the Organization Contact at any time by email to: *Kayla Wimberley* (kayla.wimberley@ttu.edu), with a copy to *Alexandra English* (alexandra.english@ttu.edu).

Name Robb Catalano
Title First Assistant Criminal District Attorney
Organization Name Tarrant County Criminal District Attorney's Office
Phone Number 817-884-1400
Email Address rcatalano@tarrantcountytx.gov

7. **TTU FWS Program Contact.** The Organization should direct all questions regarding this Schedule to TTU's FWS Program contact as follows:

Texas Tech University	
ATTN:	Kayla Wimberley
Mailing Address	3311 18 th Street, Lubbock, TX 79409
Email Address	kayla.wimberley@ttu.edu
Phone Number	806-834-3214

Agreed to and effective as of the date of last signature below (the "Effective Date").

TTU

Organization

By: _____

Name: _____

Title: _____

Date: _____

By: Robb Catalano

Name: Robb Catalano

Title: First Assistant Criminal District Attorney

Date: 6/2/25

Attached Job Description

Job Description – Summer Legal Work Study Position

1. Use analytical skills, logic, and reasoning to approach problems and formulate conclusions and advice. Identify relevant facts and issues in a case.
2. Conduct legal research on relevant issues of pending cases including statutory and case law, and other resources.
3. Draft legal documents including memos, orders, motions, discovery, writs, pleadings or other legal documents, as assigned.
4. Communicate effectively, both oral and written, with clients, attorneys, staff, judges, court personnel, and others.
5. Establish quality relationships with others in the legal industry.