



CRISTO REY SACRAMENTO  
HIGH SCHOOL | *The school that works.*

# **CRHSS Work Study Sponsor and Supervisor Handbook**

## **2019-2020 School Year**

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# Work Study Program Contact Information

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## Work Study Staff

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## **Cristo Rey High School Work Study Program Overview**

Thank you for participating in Cristo Rey High School's Work Study program. As a Work Study sponsor, you are providing students with real world job experience while allowing them to offset a large portion of the cost of their education. Your participation is helping to create an invaluable learning and work experience for underserved youth with limited economic and college preparatory educational opportunities.

Our program is a means of giving students crucial hands-on entry level clerical work experience, while simultaneously empowering them to take an active part in their education.

Students acquire:

- Increased self-esteem.
- A strong work ethic.
- Desirable job experience and marketable skills.
- Exposure to a wide-range of career opportunities.
- A network of business contacts.

At the same time, sponsoring companies benefit from energetic, young talent.

The Work Study Program is a full service student employment agency that fulfills all the legal requirements of employment, payroll, taxes, insurance and personnel issues. The Work Study staff wants to support sponsors, supervisors and students, and is always available to take your call. Regular communication with our staff will allow us to provide timely assistance to you, and your input will help build a stronger program in the future.

Sponsors are asked to treat students as they would any other employee or contracted worker. Working with adults helps the students understand the importance of acting responsibly and professionally.

This handbook outlines the expectations for our sponsors and supervisors participating in the Work Study Program. The Work-Study program attempts to make participation as simple as possible for our sponsors. For this reason, our policies and procedures follow standard business practices as much as possible.

Cristo Rey High School reserves the right to change or alter this handbook at any time. Changes or modifications to this handbook will be made in writing to the sponsors. Requests for clarification of any part of this handbook should be directed to Debbie Woodsford, Program Director. If you have problems or concerns regarding the Work Study program, please address them directly with us.

Thank you for being a Cristo Rey sponsor!

## **Integral Student Outcomes (ISOs)**

### **What are ISOs?**

Integral Student Outcomes (ISOs) is the common language used to describe the set of learning goals students should accomplish by graduation. The purpose of the ISOs is to provide support for the content standards and a common focus for achievement.

### **The Cristo Rey High School ISOs:**

#### **Cristo Rey Sacramento is a community committed to:**

- Understanding the core beliefs of the Catholic faith; making ethical decisions consistent with Gospel values; building a just world by serving others; fostering a personal relationship with God through prayer and worship.
- Encouraging academic achievement; developing critical, creative, and disciplined thought; taking responsibility for one's own education; fostering perseverance; promoting lifelong learning.
- \*Demonstrating the skills and habits needed for achievement in the workplace; understanding the requirements and opportunities of today's economy; appreciating the value of high standards and hard work.

*\*Work Study ISOs stem from the third Cristo Rey High School ISO.*

#### **Work Study ISOs:**

#### **Cristo Rey Students are expected to possess and/or develop the following skills and abilities:**

##### **Teamwork and collaboration**

- Ability to work with others in a professional manner while building trusting relationships with colleagues and clients.
- Cultural sensitivity and ability to build rapport with a diverse workforce.
- Model professional, concise and conscientious communication with co-workers, supervisors and Work Study staff.

##### **Persistence**

- Show up for work every day and be consistently punctual.
- Continually expand the development of skills, experience and knowledge in the workplace.
- Pursue a more thorough understanding of how one's work, attitude and ideas contribute to the bigger picture of the company or industry.

- Attend Work Study professional development classes throughout the school year.
- Continually update job-search communications such as resume, cover letter, professional social networking profiles and online portfolio.

### Complex Reasoning Strategies

- Exercise analytical skills by assessing situations, seeking multiple perspectives, gathering more information and identifying key components as well as any issues that need to be addressed.
- Problem-solve and make necessary ethical judgments that reflect the Sponsors' mission.
- Perform all duties in the job description by managing multiple assignments, setting priorities and adapting to Sponsor expectations.

### Precision and Accuracy

- Ability to plan and organize tasks and projects within an allotted timeframe with a high degree of detail orientation.
- Advanced technical competency in word processing and spreadsheet programs such as Microsoft Suite, Google Apps as well as various Sponsor adopted programs.

### **Tracking Student Success**

School-wide we are working to communicate our student expectations and ISOs and track student success. To do this, we will use a variety of methodologies including the following:

- Student performance evaluations
- Student workshops
- Student assignments and curriculum including yearly journals and semester projects
- Student feedback regarding work assignments, supervisors, and program quality and impact

These tools will help us know if our students are meeting our expectations as expressed in our ISOs. We will continue to update and involve supervisors in our tracking methodologies. We welcome your comments and suggestions.

## **Logistics & Policies**

### **Student Assignments**

The Work Study department determines all student job assignments and reserves the right to move students to other jobs at any time for any reason. Sponsors receive a list of the students assigned to work at their organization at the beginning of the school year. If necessary, the Work Study department will make changes to the student assignments. Changes will be made in consultation with the sponsor.

Students are expected to conduct themselves in a professional, mature manner. If a sponsor is displeased in any way with a student's performance, the sponsor is encouraged to address the situation as soon as possible with the Work Study staff. Staff will develop a student success plan in consultation with the sponsor (see page 13).

### **Summer Institute**

All incoming students are required to attend a comprehensive training session to prepare them for the workplace. Students take classes in interpersonal skills, such as team building and workplace communication; workplace ethics, and computer skills. The Institute is developed in accordance to feedback from sponsors and students.

### **Account Managers**

All CRHSS sponsors are assigned an "Account Manager." This Account Manager is a CRHSS Work Study staff member who is assigned to the sponsor to be their main point of contact. Your Account Manager is your direct point of contact for all questions and concerns regarding student performance, general program questions, transportation, etc. If there is an emergency, please call our office immediately and staff will assist you. Debbie Woodsford, Program Director, is available to all sponsors if the need arises.

### **Performance Evaluations**

Sponsors are asked to complete two performance evaluations per work year at the end of each semester (December and May). The evaluations are completed online and are consistent with standard human resources practices. Work Study staff will email a link to the evaluation and will provide an Evaluation Review Guide (also included in this handbook). Evaluations are an important learning experience for the students and an integral part of the program, so please take the time to carefully complete for your students. Students receive a copy of their evaluation and any issues presented are addressed with the student.

Please review the evaluation directly with the student. This provides a more realistic workplace experience for the student, and allows you and the student to directly communicate about any issues or challenges. Work Study staff are able to assist in the review of these evaluations should you feel you need it; please call our office.

The Performance Evaluation form is consistent across the Cristo Rey Network in an effort to accurately capture students' progress nationwide. All suggestions for improving the form or the process are welcome.

### **Daily Work Schedule/Daily Procedures**

Daily Schedule: Students are expected to work between 7 and 7.5 hours. Students will be dropped off at their worksite between 8:30am – 9:30am and will be picked up between 3:30pm – 5pm. The drop off and pick up times will vary according to their worksite's regular office hours and transportation routes as determined by the school.

Students are required to take a *minimum* of one 30 minute lunch break, and two 10 minute breaks by California law. Lunch and break schedules are determined by the sponsor. Should you need assistance setting up a work schedule, please call our office.

Arrival and Departure Times: Students are responsible for managing their own departure and arrival times. They are responsible for reporting to the Sponsors' offices from the van in a reasonable amount of time in the morning and for notifying supervisors when they must leave in the afternoon. However, we do ask that sponsors monitor the students to be certain an individual does not get in the habit of arriving late or leaving early. If a student is late to work in the mornings, or is consistently late from breaks, please call our office as soon as possible so we may address the situation with the student.

Offsite/Alternative Location Days: Please call our office if you would like your student to work at an alternative location or away from their normal job site for the day. We can assist with arranging transportation to another location if necessary.

Student Lunches: Students are provided a lunch before they leave school, or may choose to bring one from home. Students are not allowed to leave the work site without adult supervision for lunches. As a supervisor, you and/or your coworkers are allowed to take your student to lunch. Please let our office know (a simple email is sufficient).

### **Timecards**

As of August of 2017, CRHSS Work Study is using a new online system to track student times. On their workday, students will receive an email notifying them to complete their times online. This information is then emailed to the supervisor, who has an opportunity to



approve the times and make comments about the student's work. This information is then forwarded to the WS office.

The system is web-based and does not require sponsors to download any software.

### **Daily note-taking for students is expected**

Work Study is emphasizing the importance of taking notes at work. Students are expected to keep a notebook at work and take daily notes. Their notes will include task lists and important details about their assignments. These notes will serve as a resource that will help students become more self-sufficient at work.

### **Student Uniform**

CRHSS requires students to dress in a professional, modest way so as best to reflect the mission of the school and establish good habits for students. Students are expected to be in full CRHSS uniform unless other arrangements have been made. A full copy of the CRHSS uniform is available on request. At a minimum, students are expected to be in the following uniform:

- CRHSS issued formal button down dress shirt (with a tie for the young men)
- Black dress slacks (black business attire skirts are appropriate for young women)
- Black dress shoes
- Black belt, dress socks, etc.
- Professional and modest hair, accessories, etc.

Supervisors may request alternate uniforms for their students if required for them to fulfill their job duties. Students are always expected to be in either a CRHSS or sponsor issued shirt. If you would like your student to dress in something other than the required formal uniform, please contact our office to discuss alternative arrangements. **Please discuss with the WS office before speaking to your student.** Uniform violations are taken seriously and students will be disciplined for being out of uniform.

### **Student Curriculum**

In an effort to make the Work Study program as impactful as possible for our students, students are required to complete various projects throughout the year as a part of their WS curriculum. This curriculum closely aligns with the college preparatory curriculum presented in the classroom.

All students will be required to complete a yearly journal electronically. This journal will be provided to all students at the beginning of the school year and will have assignments, reflections, and projects to help students better understand their role as an employee and

learn from their Work Study experience. In addition, supervisors will be required to provide feedback to students within the journal.

All students will be required to complete one project per semester. Projects are grade level specific, and will require students to focus on the ISO's as presented in the beginning of this handbook.

Grades are a combination of a student's performance in the workplace, attendance, and completion of necessary paperwork and assignments. Students' grades, are determined using these categories:

- 35% End of Year Project
- 25% Attendance
- 20% Semester 1 Assignment
- 10% Performance Evaluation (includes evaluations from time sheets)
- 10% Resume/bio

### **Student Attendance**

Students are expected to attend work each and every assigned day. The Work Study Program has strict rules and penalties for students missing work for any reason. Students are expected to make up any missed day in the same semester that the absence occurs. In certain, special circumstances the Work Study staff may waive a make-up day. This decision will be made in discussion with the sponsor.

If a student is ill or otherwise is absent the student is required to report the absence immediately either to the Cristo Rey front office or directly to the Work Study office. Work Study staff will then notify the supervisor via phone or email (as preferred) that the students will be absent. The student is then required to discuss a make-up day with the supervisor on their next scheduled workday. The student and supervisor complete the make-up form (sample included) and it is returned to the Work Study office. Students are not to receive any pay outside of the program for make-up work.

### **Illness at Work**

Students are strongly encouraged to stay home from work and make-up their days should they feel ill. However, on occasion, a student will become ill at work. Please call our office immediately and we will arrange for the student to be picked up as soon as possible. *Please do not release a student on their own recognizance.*

## **Contact and Medical Information Sheet**

All students provide to the school a Contact and Medical Information Sheet. This sheet will be provided to sponsors in event there is an emergency and the Work Study office cannot be reached. This sheet also includes parent consent to treat the student should emergency treatment be needed. *Please make every attempt to reach the WS office in event of an emergency. Cell phone numbers are provided in this handbook.*

## **Extracurricular Activities**

School activities and sporting events are not to interrupt a students' work schedule. Students are not given permission to miss work unless a request is made directly by Work Study staff. Please do not release students early unless you have heard from a staff member first.

## **School Holidays**

Please allow students to take off school holidays. A holiday schedule is included with your contract and within this handbook. If you would like students to work on holidays, please contact the Work Study office.

Summer and Holiday Break Work Options: Many sponsors choose to hire students to fill the Work Study position during school holidays. The students remain employees of Cristo Rey High School's Work Study program and the program continues to handle all payroll matters. Please contact our office with questions about this hiring option for our students.

If you choose to hire a student during school breaks, the Sponsor and the Student will complete and sign a "Work Study Employee Break Agreement." You, the sponsor, and the student will be required to adhere to certain policies regarding required breaks, overtime, etc., as required by California law and CRHSS policy. These policies are outlined in the Agreement. *The "Work Study Employee Break Agreement" must be completed in full and returned to the WS office prior to the student beginning work over break. Students will not be paid for their time until this form is completed and returned.*

## **Sponsor Holidays and Early Office Closings**

If you are enjoying a non-school holiday, or another day when students' services are not needed, please notify the Work Study office with as much lead time as possible. We prefer to have students work on all assigned days and will find alternative tasks for them.

Should your office be closing early, please let our office know as soon as possible so we may arrange transportation for your student(s).

## **Incidents on the Job**

The Work Study Program has a vested interest in both the continued satisfaction of its sponsors and the continued success of the students' work experience. Work Study will act as a mediator in difficult situations between the sponsor and the student. If a parent calls you with questions or concerns, please direct them to the Work Study staff.

We expect students to conduct themselves in a mature, professional manner. Incidents of misbehavior by students in the workplace are treated very seriously. Work Study may choose to remove a student from the workplace and will coordinate with you on a replacement. Any student behavioral problem occurring at work will be dealt with on an individual basis.

Please notify our office as soon as possible of any incident of misconduct involving a student.

As we tell our students, if you are uncomfortable with a situation, tell the Work Study staff and let us decide how to continue. We ask you to do the same.

## **Mutual Respect**

All our students are held to high standards of honesty and integrity. The use of sponsors' telephone, office equipment, office services (such as internet access or other services) or office materials without a supervisor's approval is considered tantamount to stealing and will not be tolerated. In addition, the Work Study office expects that all sponsors treat students with respect. For the safety of its students, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of students based on gender, race, culture or religious beliefs and reserves the right to remove students from a sponsored workplace if necessary. If a student reports an incident, our office will contact you to evaluate and discuss the situation. Whenever possible, the Work Study office will cooperate with your human resources department to resolve the situation according to your company or organization guidelines.

## **Students Withdrawing from School**

Sometimes students are withdrawn from Cristo Rey High School during the school year for various reasons. Should this occur the Work Study office will notify you as soon as possible and a replacement will be arranged. Please understand that at times we are given little to no notice, and we will work to the best of our ability to provide you, the sponsor, with as much notice as possible.

## **Student Performance Concerns**

If you have concerns regarding a student's performance at work please notify the WS office as soon as possible. We will work with you, the student, and in some cases the parents, to ensure students receive the necessary training and/or disciplinary action to rectify performance. *The sooner you notify the WS office the better we are able to help you and the student.* Please do not hesitate to contact us regarding any concerns – we are here to assist you! Depending on the circumstance, any of the following procedures may take place:

**Student Action Plans:** Students who need ongoing additional training and support are put on an “Action Plan” (Appendix D). The Action Plan outlines specific steps students need to take over a certain period of time to improve their work performance. These steps are created in consultation with the Sponsor. If a student does not achieve the expected outcomes in the designated period of time, a replacement will be considered for the Sponsor. WS staff will consult with you, the sponsor, on this process. The Action Plan is not a replacement for regular feedback to the student.

**Student Incident Report:** Students who have an isolated disciplinary incident at work that is in violation of Cristo Rey or their sponsor's procedures (i.e. inappropriate technology use, etc.) will receive an Incident Report (Appendix E). These reports act in much the same way as an employee who is written up by their Human Resources department. The Incident Report outlines the specific disciplinary action that will be taken and the steps the student needs to take to rectify the behavior.

**Termination of Students:** If a student does not improve their performance or behavior as outlined by either the Action Plan or Incident Report they will be terminated from their position. Every effort will be made to replace the student within 7-10 working days. The process will be completed in consultation with the sponsor, and WS staff will make every effort to ensure that the best interests of the students and sponsor are considered. In rare cases the WS office or the sponsor may choose to immediately terminate a student, if the student has a serious violation of WS or sponsor policies and procedures. For more information, please call our office.

## **Transportation**

Students are provided transportation on CRHSS Work Study owned vans to and from work. The student has the responsibility to be on time for the morning and afternoon van. Please be sensitive to the needs of the students to leave work on time to make the van connection back to school.

Students are held to the same behavior on the vans as they are during school and at work. Students must also abide by all California traffic laws while on the vans (seatbelts, etc.).

Parental Pick-Up: In some rare cases, parents or other authorized guardians will need to pick their student up from work. The Work Study office will notify you if this will occur. Please do not release a student without checking with the Work Study office first. In rare cases, parents will pick up their student weekly from work. You will be notified by a Work Study staff member if this is the case. Only those listed on the *Contact and Medical Information Form* are allowed to pick up students from work. If you suspect someone else has picked up the student, please notify the WS office and we will address the incident with the student and parents. Students should work until their scheduled release time regardless of who picks them up, unless approved in advance by a Work Study staff member.

Late Vans: Vans sometimes run late due to traffic and other incidents. If a van is more than 15 minutes late please call our office immediately. We will attempt to notify you in advance if a van is running behind schedule.

### **Drug Testing**

Cristo Rey High School randomly drug tests its students. If your company requires its own testing, please notify the Work Study office and we will assist you in getting the proper permissions and completing the testing.

### **Work Permits/Child Labor Laws/California Hiring Laws**

The Cristo Rey Network holds approval with the US Department of Labor for each of its students to participate in the Work Study program. This approval requires the following:

- Each Cristo Rey student to be 14 years of age or older and hold a valid work permit;
- Each Cristo Rey student to have a signed Participation Agreement on file with both the Work Study office and the sponsoring organization. The student, a parent or guardian, a sponsor representative, and the Program Director must sign this document. This agreement will be distributed at the beginning of the school year and any time a student changes sponsors. Please sign and return to the Work Study office as soon as possible.

In addition, Child Labor Laws require that all students receive yearly safety training. The Work Study office conducts safety training with each student; however, we recommend that each sponsor conduct training specifically for their office when students are given office orientations.

### **Worker's Compensation and Liability Insurance**

All students are employees of Cristo Rey High School Sacramento Work Study, Inc., and are covered under the program's worker's compensation and liability insurance. For specific limits or for copies of the liability coverage, please contact our office.

### Worker's Compensation Claims

If a student is injured at work, he/she is covered under CRHSS's worker's compensation insurance. Please call our office immediately should an injury occur.

### Work Permits

Each student has a valid work permit on file in the Work Study office. Please contact our office should you require a copy.

### I-9s and Worker Eligibility

Like all employers in California, CRHSS Work Study, Inc. is required by law to establish eligibility for each of its student/employees. Sponsors are not required to complete an I9 or other worker eligibility documents prior to a student beginning work, as these students are contracted to your company. You may complete other new hire documents as needed. Please contact our office to discuss any paperwork or documentation required.

### **Student Handbook**

Students are required to abide by the policies and procedures of Cristo Rey High School Sacramento at all times as outlined in the Student Parent Handbook. This handbook is available on the website or can be requested in PDF form from the WS office.

## **Best Practices**

As a sponsor you are playing a valuable role in helping to mold Cristo Rey students into outstanding future employees and community citizens. For many of our students, this is their first work exposure to a professional environment and each year we are impressed by the relationships that our students develop with their supervisors and coworkers. You are truly making a difference in the students' lives!

We conduct an annual "Supervisor Training" that is led by the Work Study team and other professionals who have volunteered to discuss best practices for student engagement and performance in the workplace. We have found that supervisors who attend the supervisor training each year have better success in their offices with students. We appreciate all who take time out of their busy work schedules to attend the training. If you are interested in helping plan the training, please contact Debbie Woodsford.

The following are best practices as shared by past Supervisor Training Core Teams and other Cristo Rey Network schools. All may not work for your company, but we encourage you to try new things, and also to keep in mind that what works for one student, may not work best for every student. We are interested in your feedback! Please let us know what works for you, and what does not.

### **Cristo Rey Students are most successful and the happiest in environments where they:**

- Have real responsibilities and enough work to keep busy all day.
- Work with others rather than in isolated areas of the office.
- Have someone to report to and a space to work from.
- Feel valued and included in the company's activities.
- Are able to see and understand the effects of their work in the bigger picture.
- Are able to take on increasing responsibility as they learn the job and gain experience.
- Have some variety in their job tasks.
- Receive timely, specific feedback regarding their job performance.

### **Some helpful suggestions to get you started:**

**Welcome your students in a meaningful way.** Announce the arrival of the students in a company newsletter or email. Give the students a tour of the office and introduce them to their coworkers.



**Familiarize your office with the Cristo Rey Work Study program.** Hold a meeting to discuss the role of the students in your organization and their ultimate goal. Show the *60 Minutes* video segment or other promotional videos (available on the website [www.crhss.org](http://www.crhss.org)). Include information about the program in your employee manual/new hire packet.

**Give the students clear expectations and detailed job responsibilities.** Assign students legitimate work and provide feedback on their performance.

**Help make the students feel a part of the company.** Include the students in as much as possible in your corporate culture and celebrations. Try to create opportunities for the student to see how their work impacts the company.

**Identify someone for the student to report to directly and identify a clear chain of command.** Some companies assign a mentor to students – someone unrelated to their job tasks but who can help them navigate the corporate environment.

**Hold high standards for the students.** Help the students set strong work habits. Be clear and specific in your instructions, and provide timely feedback. Offer the students support, guidance and advice as they learn and grow. It is important to remember that for many of the students this is their first or one of their first work experiences. They need to be told exactly how to act or what to do by someone who is invested in their success.

**Get to know your student.** Ask your students questions about their lives, and share some of your own background. Students appreciate knowing their supervisors are “real people.” Review the information provided by the Work Study office before the student begins work, and don’t be afraid to ask students about their responses. If possible, attend Cristo Rey events (sporting events, fundraisers) to get to know your student outside of the workplace.

**Treat the student and their work like you would any other employee.** Provide a job description to the students and a list or schedule of daily tasks. Provide a workstation or area where the students can keep their belongings and any supplies needed to complete their tasks.

**Create a system to sign out students daily and check in on their performance.** It is important that both the student and the Work Study office receive feedback, and Cristo Rey Work Study is required by the Department of Labor to keep timesheets for all students.

**Provide meaningful feedback on a timely basis.** Complete students’ performance evaluations as required and check in on students’ performance on a regular basis. Speak to students frankly about their performance, and kindly correct mistakes. Remember that you are helping create and instill in these students a strong work ethic! Ask for feedback as well. Students complete an evaluation of their supervisors and the work site at the end of

the school year. Please read the students' comments and use their suggestions as ways to improve the work experience.

**Communicate with the Work Study staff about any concerns.** We want to support and reinforce your efforts or make changes if necessary before the problem becomes unmanageable. We also want to be able to praise students for a job well done!

## **Appendix A: Sponsor and Supervisor Frequently Asked Questions**

### **What is Cristo Rey High School Sacramento and how is it different than other high schools?**

Cristo Rey High School Sacramento (CRHSS) is a private, college preparatory high school sponsored by the Jesuits and Sisters of Mercy for students of limited financial resources in the Sacramento region. All CRHSS students' families are at or below the federal poverty line, and 98% of students qualify for the Federal Free and Federal Reduced Lunch program. Ultimately, the goal of CRHSS is to send each and every graduate to college. Ninety-five percent of the first ten graduating classes (2010-2019) have been accepted to college. CRHSS is a member of the Cristo Rey Network, which consists of 35 schools across the nation that provide college prep education to low-income urban youth.

### **How do these students afford a private education?**

Each student, beginning freshman year, works five days per month in businesses or other entities throughout the Sacramento region. These organizations pay a fee that offsets 60% of the cost of the student's education. (Most of the remaining costs are covered by contributions.) Currently over 100 corporations, businesses, foundations, individual donors and non-profits are CRHSS Work Study Sponsors. In addition to offsetting the cost of their education, students also break down the financial and social barriers that exist for low-income students wishing to obtain a college education.

### **Do students miss class when they work?**

Each student has an assigned workday Monday through Thursday. Students' classes are not offered on their workday and they do not miss any class time. Fridays are rotated through the four workdays. Both the school year and school day are extended to ensure students receive the maximum amount of class time.

### **Are high school aged students allowed to work during school hours?**

All schools within the Cristo Rey Network have special exemption from the US Department of Labor to employ 14 and 15 year olds. Older students do not require an exemption. All CRHSS students must be 14 years of age and have a valid California work permit (issued by the school) before they begin work. CRHSS has numerous guidelines and checks to ensure that the students' worksites are safe and provide a good learning experience. For more detailed information about the DOL requirements please contact our office.

### **As a sponsoring business, what responsibilities do I have?**

The 3 objectives we ask each sponsoring organization to be responsible for are to:

- Provide a positive working environment for the student(s).
- Provide a supervisor(s) who believes in the program and the success of Cristo Rey students.

- Provide meaningful work for the students and explain to them the importance of their role.

### **What hours do students work?**

Students work approximately seven (7) to seven and one half (7.5) hours per day. Vans leave campus at 8:00am each morning; drop off between 8:15am and 9:15am at the company location. Pickup time is between 3:30pm and 4:45pm, depending on your company's location and return to campus between 5:00pm and 5:30pm.

### **What type of jobs do students perform at the work sites?**

Typically all students perform similar entry-level clerical duties: answering phones, sorting and delivering mail, scanning and faxing documents, data entry, filing and running office errands. Often, students prove capable of additional duties and take those on after a period of time. Students who work in clinical hospital atmospheres often assist nurses, greet patients, and help with paperwork. Detailed job descriptions are available on request.

### **Do students get paid directly?**

Companies, foundations and individuals financially sponsor a team of 4 students for \$2800.00 per month for ten months (\$28,000 annually) through CRHS Sacramento Work Study, Inc, a 509(a)(3) public charity. Some companies require fewer students than a team of 4. The sponsorship amount is prorated on the number of students you require. The sponsorship offsets the cost of the student's education.

### **How do students get to work?**

On their assigned day, students are transported to work in school operated vans. All van drivers are employees of CRHSS Work Study, Inc. and meet all necessary requirements to be employed by the school.

### **Do students choose where they go to work?**

After considering students' skill levels and interests and the skill sets needed by our sponsors, the WS staff will determine where students are placed. Juniors and seniors are directed towards future career goals.

### **Do parents have direct contact with their student's supervisors?**

All communication with sponsors and supervisors are made through the Work Study office. If parents need to contact their child, they must contact the Work Study office for assistance.

### **How are students prepared for their Work Study jobs?**

New students attend a rigorous program called "Summer Institute" that prepares students to go work. Students receive soft skill development including business ethics and etiquette, communication skills and team building. Students also learn basic clerical skills including filing, telephone answering and records management. CRHSS also provides targeted on and offsite training for students throughout the school year.

**Is supervising a CRHSS student different than supervising another employee?**

There are obvious differences between supervising a teenager than another entry-level employee. We ask that students be treated as much like employees as possible. Our students are like sponges and absorb so much that you teach them. They are grateful for the opportunity you give them. We know that supervisors take their role as mentors seriously. Therefore we offer opportunities for training throughout the year, including our yearly Supervisor Training, which gives supervisors an opportunity to share best practices.

**How does a team of students fill a full time position?**

Generally, four students share one full time position. The Work Study program breaks students up by work days. Each student is assigned a workday (Mon., Tues., Wed., or Thurs.) On Fridays, the four students rotate to share the fifth day of the week. In each four-week span, each student will have one week in which he or she works two days. Academic structures are scheduled so that students never miss class. The following chart will help you better understand the rotation.

<b>Monday (Frosh)</b>	<b>Tuesday (Senior)</b>	<b>Wednesday (Soph)</b>	<b>Thursday (Junior)</b>	<b>Friday (Rotating)</b>
Joe	Sally	Fred	Paul	Joe
Joe	Sally	Fred	Paul	Sally
Joe	Sally	Fred	Paul	Fred
Joe	Sally	Fred	Paul	Paul

## Friday Rotation & Holiday Schedule

### 2019-2020 School Year (still subject to change)

August 7: Orientation Day/No Work

August 8: First day of school/work

August 9: Monday workers (first Friday rotation)

August 16: Tuesday Workers

August 23: Wednesday Workers

August 30: Thursday Workers

September 2: Labor Day/No Work

September 6: Monday Workers

September 13: Tuesday Workers

September 20: Wednesday Workers

September 27: Thursday Workers

October 4: Monday Workers

October 9: National Testing Day/No Work

October 11: Tuesday Workers

October 14: Cristo Rey Day/No Work

October 18: Wednesday Workers

October 25: Thursday Workers

November 1: Monday Workers

November 8: Tuesday Workers

November 11: Veteran's Day Observance/No Work

November 15: Wednesday Workers

November 22: Thursday Workers

November 27-November 29: Thanksgiving Break/No Work

December 6: Monday Workers

December 13: Tuesday Workers

December 17-19: FINAL EXAMS/NO WORK

December 20-January 5: Christmas Break/No Work

January 10: Wednesday Workers

January 17: Thursday Workers

January 20: Martin Luther King, Jr. Day/No Work

January 24: Monday Workers

January 31: Tuesday Workers

February 7: Wednesday Workers

February 14: Thursday Workers

February 17: President's Day/No Work

February 21: Monday Workers

February 28: Tuesday Workers

March 6: Wednesday Workers

March 13: Thursday Workers

March 20: Monday Workers

March 27: Tuesday Workers

April 3: Wednesday Worker

April 9 - 19: Spring Break

April 24: Thursday Workers

May 1: Monday Workers

May 8: Wednesday Workers

May 15: Thursday Workers

May 22: Monday Workers

May 25: Memorial Day/No Work

May 29: Tuesday Workers

June 5: Wednesday Workers