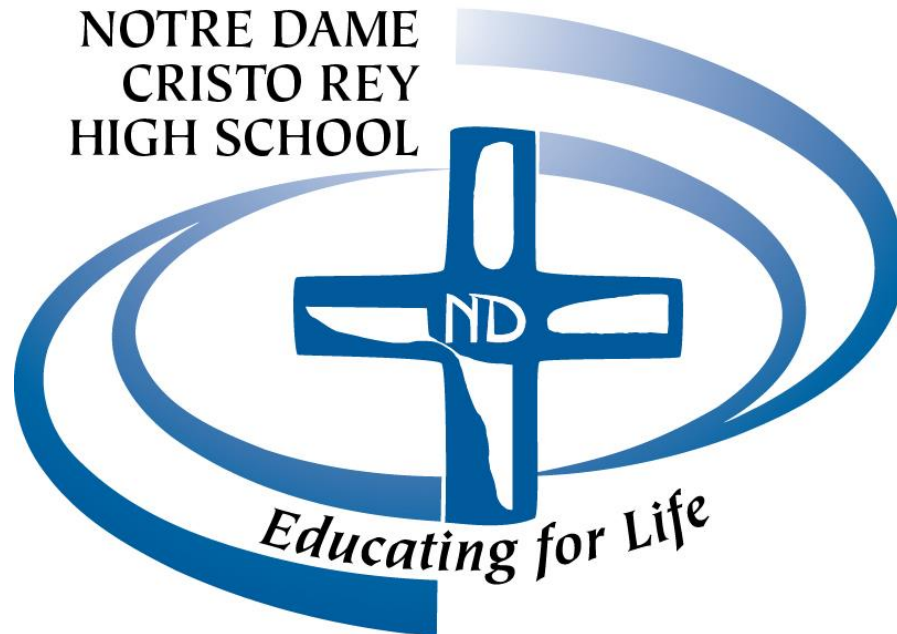


# Corporate Work Study Program



## CORPORATE PARTNER HANDBOOK 2019-2020

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Lawrence, MA 01840

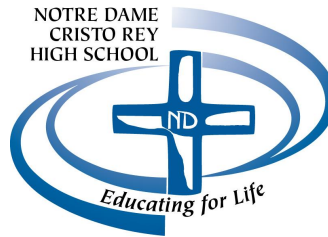
Main Telephone: 978-689-8222

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Notre Dame Cristo Rey High School Web Site: [www.ndcrhs.org](http://www.ndcrhs.org)

Cristo Rey Network Web Site: [www.cristoreynetwork.org](http://www.cristoreynetwork.org)





## Signature Page

I acknowledge that I received and read the Notre Dame Cristo Rey High School Corporate Partner Handbook. I agree to follow the policies set forth in this handbook and will direct any questions or concerns regarding these policies to a Corporate Work Study Program staff member.

I recognize that the Corporate Work Study Program staff reserves the right to modify this handbook at any time and will notify me of any changes. I agree to promptly notify the Corporate Work Study Program staff about any changes in my organizational structure including telephone numbers and/or email addresses so that the Corporate Work Study Program staff may keep in contact with the correct people at my organization.

Signed: \_\_\_\_\_

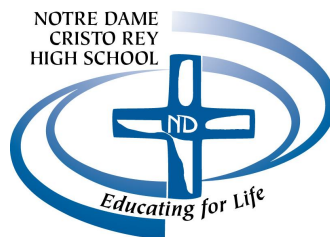
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Date: \_\_\_\_\_

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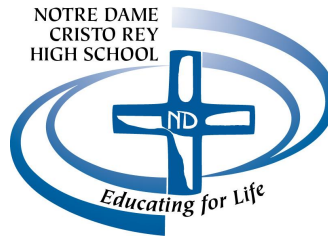
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Position

\_\_\_\_\_  
Company Name



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## **OUR MISSION**

In the tradition of the Sisters of Notre Dame, Notre Dame Cristo Rey High School provides a Catholic, affordable, culturally sensitive, college preparatory education enhanced by professional work experience for young men and women from families with limited income.

## **OUR VISION**

Notre Dame Cristo Rey High School will be known for graduating confident, academically successful students who are spiritually rooted, intellectually curious, active community and global citizens and college graduated leaders.

## **OUR CORE VALUES**

Goodness of God

**Education for Life**

Integrity

**Respect**

Family

**Community**

## **Introduction**

Welcome, Corporate Partners! Thank you for providing Notre Dame Cristo Rey High School (NDCR) students with the opportunity to contribute to the success of your organization. Our young men and women are working hard to help pay for their education, and their experience with you is a critical part of their advancement towards college and building a life filled with opportunity and choices.

This Corporate Partner Handbook provides you with information about how the Corporate Work Study Program operates on a day-to-day basis and supplements the contract signed by your organization. We are here to support you, as well as the students. Please share with us your feedback and ideas on how we can strengthen the Corporate Work Study Program – from communication, to transportation, to student training. We strive to create a successful experience for everyone.

Please remember that while the students work for your organization, the students are employees of the NDCR Corporate Work Study Program. We should be contacted immediately about any issues that arise. Experience has proven that we can much more effectively remedy issues at the beginning stages.

The Corporate Work Study Program reserves the right to modify this handbook at any time and will notify you about any changes. Please promptly notify us of any changes in your organizational structure including telephone numbers, and email addresses so that we may keep in contact with the correct people at your organization.

**Thank you again for being a Corporate Partner!**

## **How Students Are Assigned**

The Corporate Work Study Program staff members work over the summer to match students with jobs and companies. The job description you provide to the staff guides the placement process. New students are assigned based on close observation during the Summer Training Institute (a two-week intensive training program for all incoming freshmen and transfer students) as well other assessments.

Returning students are assigned based upon the preferences of the Corporate Partner and the student, as well as matching job requirements to student skills sets or interests. Some students prefer a new experience every year, some stay with the same Corporate Partner for all four years, and many fall somewhere in-between. The Corporate Work Study Program staff contacts Corporate Partners in August with the names of their assigned student(s).

Most students remain at their job placement for the entire school year. However, the Corporate Work Study Program staff may change a student's assignment, if necessary, after consultation with the Corporate Partner. If the Corporate Work Study Program staff is unable to replace a student who withdraws from NDCR or a student who cannot remain in the assigned position, the Corporate Partner's fee can be reduced pro rata at the Corporate Partner's request.

## Student Team Work Schedule

	MON A, B, C, D	TUE Sophomores	WED Freshmen	THU Seniors	FRI Juniors
<b>Week 1</b>	Student <b>A</b>	Student <b>A</b>	Student <b>B</b>	Student <b>C</b>	Student <b>D</b>
<b>Week 2</b>	Student <b>B</b>	Student <b>A</b>	Student <b>B</b>	Student <b>C</b>	Student <b>D</b>
<b>Week 3</b>	Student <b>C</b>	Student <b>A</b>	Student <b>B</b>	Student <b>C</b>	Student <b>D</b>
<b>Week 4</b>	Student <b>D</b>	Student <b>A</b>	Student <b>B</b>	Student <b>C</b>	Student <b>D</b>

### **Please Note:**

In addition to their regular workday, each student will normally work 1 Monday each month, to bring their workdays to a total of 5 days a month. However, to adjust for missed workdays due to vacation schedules and holidays, as well as seniors graduating a month early, the Monday rotation days are used to balance out the work schedule so that all students work an equal number of days over the year. Please see the “2019-2020 Holidays & Monday Rotation Schedule” in the ADDENDUM SECTION of this Handbook for specific days. The last workday for seniors is May 21, 2020. The last workday for the rest of the Corporate Work Study Program is June 19, 2020.

## Student Orientation Visits

The Corporate Work Study Program staff reserves a week in late August for students to visit their assigned work sites. A site visit enables the student(s) and the Corporate Partner to meet before the student(s) begin to work. Some Corporate Partners prefer all students (new and returning) attend a site visit. Some Corporate Partners request that only new students attend a site visit. Other Corporate Partners choose for the students to wait until their first day of work before visiting the site. Due to the variety of the students’ work schedules, the date of the site visit is often the only day all year that all the students working for a particular Corporate Partner are together at the work site.

The Corporate Work Study Program staff will transport any student(s) to and from the site visit.

A typical site visit includes a tour of the facility and each student’s work area. Supervisors should highlight the responsibilities of the position, clearly outline expectations, and address any specific policies and rules. Supervisors should describe their role as a Supervisor to the students. Additionally, it is helpful if Supervisors try to get to know the students a little (hobbies, interests, favorite subjects, career aspirations, etc.).

The Corporate Work Study Program staff will contact you in August to determine if and when you would like to schedule a visit or any other orientation program.

## **Corporate Work Study Program Staff Member Site Visits**

Each year, Notre Dame Cristo Rey High School Corporate Work Study Program staff members conduct regularly scheduled site visits for all locations in which we have student workers. These site visits are required by the US Department of Labor and are necessary to ensure that all students are employed in compliance with the applicable child labor and minimum wage provisions of the Fair Labor Standards Act. The Corporate Work Study Program staff member must complete a Site Visit Documentation Form that certifies that he/she saw the site and believes that it complies with the child labor laws. These site visits are also a valuable opportunity to discuss how the program is working for the Corporate Partner and address any issues that may need attention. A Corporate Work Study Program staff member will make every effort to schedule the required site visit at a time that is convenient for both you and your team.

## **Communication**

The Corporate Work Study Program strives to create an open line of communication with all our Corporate Partners. We want to meet your expectations on all levels and be assured that our student workers excel at their jobs.

Bi-monthly, a member of the Corporate Work Study Program team will contact you by phone or email to quickly check in on how things are going. Twice per year, Supervisors will be asked to fill out a formal Performance Review on their student(s) in addition to the weekly performance grade we ask you to fill out on the students' daily timecard. Lastly, we will send periodic email updates with important reminders.

We value your communication back to us. Let us know how the program is working for you!

## **Dress Code**

Students are required to wear their full Notre Dame Cristo Rey High School uniforms to work. Wearing the uniform ensures that the students arrive professionally dressed and helps to promote awareness of the Corporate Work Study Program. During morning check-in, the Corporate Work Study Program staff checks to make sure all students comply with the dress code.

While we understand that some workplaces have more relaxed or casual dress codes, we do request that our students continue to wear their full uniform to work. If the nature of the student's work requires an adjustment in dress code, please contact a Corporate Work Study Program Staff Member to discuss a Uniform Modification Allowance. For example, some of our students would damage their uniform by the kind of work they perform or need a different dress code for safety reasons. Please contact a CWSP staff member before notifying the student to wear a modified dress code.

Once permission is granted, a Corporate Work Study Program staff member will check the student's attire against any specified requirements. You are not required to enforce the dress code, but you may certainly mention any issues or concerns to a student. We ask you to please notify us if a student arrives for work dressed in a way you deem unprofessional or inappropriate for your workplace.

Additionally, students have been informed that they are not to wear hoodies or sweatshirts over their school uniforms if they are cold. Students have school sweater vests, cardigans and fleeces with the school logo that may be worn. If a fleece is not appropriate attire for your office, please let us know and a member of the CWSP staff will work with the student to ensure that they bring a different type of approved piece of clothing as an extra layer.

## Daily Work Schedule

Students are expected to work approximately 7-8 hours on their workdays (except for the half-day before the Thanksgiving and Christmas vacations, Memorial Day weekend or any days NDCR starts late or ends early due to weather or any other emergency circumstance). Van drivers typically drop off students between 8:00 a.m. and 9:00 a.m. and pick the students up 8 hours later. In the contract, we asked you to provide your earliest, latest, and preferred morning drop off time to accommodate your schedule. We ask for your patience at the start of the school year while transportation routes are settled. Once settled, if the van schedule is problematic, please contact the Corporate Work Study Program staff to discuss alternative solutions.

Students should arrive promptly at their workspace upon drop-off and check in with their Supervisor. In the afternoon, the students should report to their Supervisor or a mutually agreed upon alternate before leaving. While the students are responsible for monitoring their own time, we do ask that you monitor the students to ensure that an individual student does not develop a habit of arriving late to the job site or leaving the job site early, most notably for students that provide their own transportation to/from the workplace.

Please contact the Corporate Work Study Program staff if a student needs to work away from his/her normal job site such as for an offsite meeting or company event. Students are not allowed to leave their job site unless accompanied by a Supervisor. Please ensure that the student returns to his/her usual site in time for van pick-up.

## Timecards

To ensure accountability, please complete a timecard for each student each workday. The timecard should indicate the student's arrival time, lunch in/out, and departure time. Comments about the student's performance may also be included on the back of the timecard. The Corporate Work Study Program staff logs and tracks any comments, along with the daily evaluation score, which are factored into each student's grade for the quarter. If you would prefer that your comments remain confidential or if you simply prefer to receive and to report the timecard results via email, please contact us. We understand that grading can vary from supervisor to supervisor. When working with students, it is important to explain to your student why you are grading them the way you did and provide feedback if improvement is needed. By providing more explanation, students can better understand how they are doing as well as make any needed adjustments to their performance.

## Lunchtime and Breaks

All students are required to adhere to the lunch and break schedule followed by the other employees at the work site. All students are required to tell their Supervisor when they leave and when they return from lunch or a break.

Students are responsible for providing their own lunch. Students may bring a lunch from home, order in, or use any available company cafeteria facility. **Students may not leave the work site alone to obtain a lunch.** Additionally, students cannot leave the work site for any reason unless the Supervisor has discussed the absence with a Corporate Work Study Program staff member. Similarly, friends or family of the student may not visit the student at work without prior written approval from the Corporate Work Study Program staff. Such visits should rarely, if ever, occur.



## **Policy on Students Leaving Corporate Partner Worksite**

For safety and liability reasons, CWSP must know where students are at all times.

Students are not permitted to leave the Corporate Partner's campus alone. NDCR has the same policy at school.

### Walking

If a supervisor would like to take a student off campus for lunch and they are walking to a nearby eatery, we request the supervisor to inform CWSP and provide a cell phone number of the person accompanying the student. If the student is going to be off campus for an extended period (i.e. 1.5 or more hours), a form must also be filled out by the supervisor and submitted to CWSP for approval.

### Driving

If a supervisor would like to take a student off campus in a vehicle for any purpose, (lunch, meeting, event, etc.) two adults must be present in the vehicle being used. Students may take public transportation with only one adult present. In either case, CWSP must be notified and the supervisor must fill out a form that will be issued and approved by CWSP.

## **Attendance and Absences**

The NDCR Corporate Work Study Program takes our contractual obligation to Corporate Partners very seriously. Each student is expected to work every day that he/she is assigned. If a student is absent, late, or dismissed early from the workplace for any reason, he/she must make-up any missed days or hours unless otherwise excused by you, the Corporate Partner. Please see the "*Absence Make-up Form*" in the ADDENDUM SECTION of this Handbook for details about the make-up procedure.

The Corporate Work Study Program staff will notify you in the morning if a student will be absent or late. Please make sure the Corporate Work Study Program staff has all updated contact information for each Supervisor. If a student is absent and you have not heard from a Corporate Work Study Program staff member, please notify the Corporate Work Study Program staff immediately.

Students may **not** ask their Supervisor for time off unless the student presents a written approval from a Corporate Work Study Program staff member. Requests for time off should rarely, if ever, occur.

## **Illness at Work**

If a student becomes ill at work, please call a Corporate Work Study Program staff member. A staff member will speak with both you and the student to assess the seriousness of the situation. The Corporate Work Study Program staff members tell students NOT to go to work if they know they are sick. Sometimes, a student may only need a snack or a brief rest to work through the remainder of the day. **Please do not give the student any Tylenol, aspirin, or any other over-the-counter medication; the school is not allowed to dispense medication and this extends to the work sites.** If the student needs to leave the workplace, a Corporate Work Study Program staff member should be called to arrange pick-up transportation for the student. The student **may not** arrange for his/her own transportation home. **Please do not release a student on his/her own.**

If a parent/guardian provides a Corporate Work Study Program staff member with information about a student's medical condition that is relevant to the student's work study position, a Corporate Work Study Program staff member will provide this information confidentially to the student's Supervisor.

### **Cell Phone / Electronics / Internet Usage**

**Students are NOT allowed to use the Internet for any purpose other than work-related research unless their Supervisor authorizes an alternate purpose. Additionally, the students may not use their personal cell phones, iPods, MP3 players, or any other personal electronic device during their workday.** If a student uses his/her personal electronic device or phone, we ask you to speak directly to the student and to notify our office. If the behavior continues, you may confiscate the student's personal electronic device or phone and return it to him/her at the end of the workday. Please notify a Corporate Work Study Program staff member on the day you confiscate a student's device. Inappropriate use of electronic technology will result in disciplinary action that may include the student's termination.

Please provide students with any written Guidelines or Code of Conduct that your organization provides, including those about email etiquette, online etiquette, and acceptable Internet use. Students are expected to read, understand, and follow any provided guidelines.

### **School Activities & Sports**

A student may not miss work to participate in any NDCR activities, sports or to make college visits.

### **School Holidays and Make-up Days**

Please refer to the "2019-2020 Holidays & Monday Rotation Schedule" in the ADDENDUM SECTION of this Handbook, also available on the NDCR website. There will be some days when classes are not held at NDCR, but the Corporate Work Study Program has a scheduled workday. Similarly, early dismissal days at school are full workdays for the Corporate Work Study Program, except for the half-days before the Thanksgiving, the Christmas breaks and the Friday before Labor Day weekend.

The Corporate Work Study Program requests that Corporate Partners allow students to make-up any of their absences from work (including snow days) during school holidays and vacations. Corporate Partners should not provide personal pay to students for any make-up work. Additionally, if a Corporate Partner needs students to work on a scheduled school holiday, please notify a Corporate Work Study Program staff member as soon as possible and the Corporate Work Study Program staff member will address this situation.

The Corporate Work Study Program assumes responsibility for providing transportation for missed work due to snow days.

#### **Scheduling Make-up days**

A CWSP staff member will contact Supervisors about scheduling make-up days for students who have been absent from their work site due to illness, snow days, etc. Supervisors and students will schedule make-up days using the "Absence Make-up Form" included in the ADDENDUM SECTION of the handbook, also available on the NDCR website. CWSP will provide a list of available make-up days, as well as availability of CWSP transportation. Students will be scheduled to make-up missed days at the first available opportunity.

### ***Christmas Vacation:***

The Corporate Work Study Program is closed from December 23, 2019 through January 3, 2020. Students will resume working Tuesday, January 6, 2020. Students may make-up any missed time at work during this vacation with Supervisor's approval, but students must provide their own transportation to work.

### ***February Vacation:***

February school vacation (February 18, 2020 – February 21, 2020) is not a regularly scheduled work week for NDCR students, but students may make-up any missed time at work during this vacation with Supervisor approval. CWSP will provide transportation.

### ***April Vacation:***

April school vacation (April 20, 2020 – April 24, 2020) is not a regularly scheduled work week for NDCR students, but students may make-up any missed time at work from April 21-April 24, with Supervisor approval. CWSP will provide transportation.

## **Corporate Partner Holidays**

The Corporate Work Study Program prefers students work on all scheduled days, but sometimes a Corporate Partner has a business holiday or special meeting day when a student's services are not required. Please contact a Corporate Work Study Program staff member with as much lead time as possible so we can update our transportation schedule accordingly. **The student will not be required to make-up a day canceled by the Corporate Partner.**

## **Work Year and Vacation Employment**

**The students' work year begins on Tuesday, September 3, 2019 and ends on Friday, June 19, 2020.**

Many Corporate Partners choose to hire students to fill the Corporate Work Study Program position during the summer break and/or during school holidays. Please contact the Corporate Work Study Program office for a copy of the "Notre Dame Cristo Rey High School Corporate Work Study Program Holiday/ Weekend/Summer Worker Request Form" sheets. The students may remain as employees of the Corporate Work Study Program over the breaks and the Corporate Work Study Program will handle all payroll matters. Alternatively, the Corporate Partner may employ students directly. Please contact a Corporate Work Study Program staff member with any questions about hiring students directly; the necessary forms are available on the NDCR website or from a Corporate Work Study Program staff member.

## **Workplace Behavior**

We ask that you treat the student workers as you would treat any other employee. As Supervisors, you should feel free to instruct and express approval or disapproval with student workers about anything meriting comment. Constructive feedback helps student workers understand the importance of responsible and professional compartment.

If you are displeased in any way with a student's performance or behavior, please talk to the student directly so they are made aware of the issue and have an opportunity to self-correct their performance. In our experience, the best feedback for students includes specific examples, a reminder of your expectations, and comes immediately following the performance issue. Making a note on the student's timecard alerts the Corporate Work Study Program staff to the issue. You may also call or email us directly. Under any circumstance, we appreciate being alerted to any potential problems, so we can monitor the situation.

The Corporate Work Study Program team will also intervene directly if necessary. Intervention measures may include, but are not limited to, a Corporate Work Study Program staff member talking directly with the student at NDCR, visiting your workplace to address the situation, and/or establishing a remedial training plan for the student at NDCR.

## **Performance Evaluations**

Corporate Partners are asked to complete two formal Performance Evaluations on their student workers, one in January and one in May, using an online survey. The overall rating a student receives from his/her Supervisor counts towards a significant percentage of the student's Corporate Work Study Program grade for that quarter.

We encourage Supervisors to go over their Performance Evaluations with each student, so that the student has a clear understanding about their overall performance, areas of strength, areas for improvement, and your expectations. In addition, the Corporate Work Study Program staff members meet with individual students, as needed, to discuss problems and concerns and to encourage students to work towards improvement with a positive attitude.

Some Supervisors have found it helpful to retain a copy of the timecards for future reference when completing the Performance Evaluations.

## **Incidents on the Job**

We request that Corporate Partners notify a Corporate Work Study Program staff member as soon as possible regarding any incident of student misconduct. Corporate Work Study Program staff will act as mediators in difficult situations between the Corporate Partner and the student. Parents/guardians have been informed that they should not contact Corporate Partners directly, but rather work through a member of the CWSP staff. If a parent/guardian calls a Corporate Partner with questions or concerns, please refer the parent/guardian to the Corporate Work Study Program staff.

Any student behavioral problems occurring at work will be handled on an individual basis. Since a student's actions and demeanor not only reflect on her/him personally, but also the Corporate Work Study Program and NDCR, inappropriate behavior is treated very seriously. Students know that the consequences of inappropriate behavior may include dismissal from the job, which may result in either the re-employability process or dismissal from NDCR. The Corporate Work Study Program may choose to remove a student from the workplace and will coordinate with the Corporate Partner to send a replacement student as soon as possible.

For the safety of our students, the Corporate Work Study 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 job site, if necessary. If a student reports an incident, a Corporate Work Study Program staff member will contact the Corporate Partner to evaluate and to discuss the situation. Whenever possible, the Corporate Work Study Program staff member will work with the Corporate Partner's Human Resources staff to resolve the situation according to the organization's guidelines.

## **Transportation Policy**

The Corporate Work Study Program provides transportation to and from work in an NDCR vehicle. Corporate Partners should make sure that students fulfill their 8-hour day. Van drivers are instructed to pick up students 8

hours after their morning drop-off; for that reason, please make sure that students are ready to leave promptly 8 hours after their arrival. If they work past this, they delay the van and the pick-ups for the students on the rest of the van route.

In some situations, a student who lives close to their work site may request a special Transportation Contract allowing them to get a ride from a parent/guardian. Drop-off and pick-up times for students on Transportation Contracts should be specified by the Supervisor and a Corporate Work Study Program staff member. The Supervisor must sign the contract to acknowledge that he/she agrees to its terms; all policies in this handbook still apply.

If a student needs to be picked up at work by a parent for an appointment or activity, students are required to notify a Corporate Work Study Program staff member in advance. The Corporate Work Study Program staff will then notify the student's Supervisor of this situation. Please do NOT dismiss a student early unless you have spoken with a Corporate Work Study Program staff member.

## **Delay / Cancellation of Corporate Work Study Program**

In the event of extreme weather or a public health or other state or national emergency, the Corporate Work Study Program's activities could be delayed or cancelled. Note that in the winter of 2016-2017, the Corporate Work Study Program observed six full "snow days." The Corporate Work Study Program staff members made arrangements with all Corporate Partners to fulfill our contractual obligations with each company.

If the Corporate Work Study Program is delayed or canceled, you will receive both an email and an automated phone call to notify you of the day's plan. The email will ask you to contact us if you require your student to make-up the cancelled day.

NDCR does not always follow the Lawrence Public School closings. Our Principal is committed to keeping the school open as many days as possible. If NDCR is open, the Corporate Work Study Program students will work. If you happen to listen to school closings in the media, please note that we are *Notre Dame Cristo Rey High School* and **NOT** *Notre Dame Education Center* (Lawrence) or the *Academy of Notre Dame* (Tyngsboro). Channels 7 - WHDH and Channel 5 – WCVB will carry the closing announcement.

If your company delays or cancels work, please contact a Corporate Work Study Program staff member via cell phone as soon you know about the cancellation, so we can then contact students. In years past, there were a few instances where companies were closed without our knowledge and the students reported to a closed work site. We want to avoid these situations. Sometimes the weather in Lawrence can be very different from the weather at your workplace; decisions about weather cancellations need to make sense for the safety and well-being of all parties.

## **Drug Testing, Finger Printing and Background Checks**

Some Corporate Partners require additional tests or checks as a condition of employment. If your organization would like to perform its own testing, please notify a Corporate Work Study Program staff member prior to conducting any tests and checks and we will assist you in obtaining the proper permission from parents/guardians.

## **Non-Disclosure Agreements**

Some Partners require students to complete non-disclosure agreements. Please notify CWSP if this is necessary.

## **Office Parties**

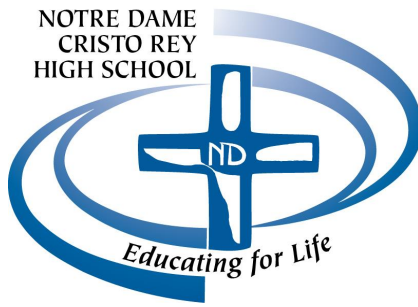
CWSP sincerely appreciates Partners who wish to include our students in their office celebrations, provided the event falls on a student's workday and does not involve alcohol. Due to the students' rigorous academic schedules, students are not permitted to leave school on a non-workday for holiday parties or end of year celebrations.

## **Work Permits**

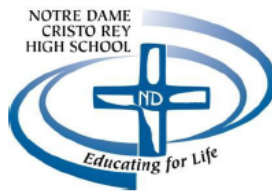
Massachusetts Child Labor laws require organizations employing students under the age of 18 years to obtain a work permit from the student's school. NDCR holds all our students' work permits. If requested, we will supply Corporate Partners with copies of work permits. All Notre Dame Cristo Rey High School students who are employed are at least 14 years of age.

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

Because students are employees of the Corporate Work Study Program, the Corporate Work Study Program carries Workers' Compensation coverage for the students. As stated in the Corporate Partner Contract, the Corporate Work Study Program also holds liability coverage for itself and its students. A copy of the Outline of Coverage for Liability Insurance is available upon request.



# ADDENDUM



## Corporate Work Study Program

### *For Corporate Partners*

### Request to Take Student Workers Off-Campus

The following form must be completed by the student worker's supervisor if the student is going to be leaving the Corporate Partner's campus with adults in a vehicle, using public transportation, or if leaving the premise by foot for longer than 1.5 hours. If leaving the premise by foot for shorter than 1.5 hours (i.e. to go to lunch), CWSP only needs to be called with the name and cell phone of the accompanying adult. Students may not leave the Corporate Partner campus alone under any circumstance. These policies protect the safety of our students and ensure that the school and their parents can always reach the students if needed.

**Date of Event:**

**Student Worker(s):**

**Company:**

**Description/purpose of meeting/event:**

**Time:** When will the student(s) be off campus (i.e. 10 am – 2 pm)?

**Will the student be transported in a vehicle?**  Yes  No

If yes, the student must be accompanied by at least two adults in the vehicle.

1. Name:	Title:	Cell:
2. Name:	Title:	Cell:

**Will the student be using public transportation?**  Yes  No

If yes, the student must be accompanied by one adult in the vehicle.

1. Name:	Title:	Cell:
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**Will the student be walking and gone for longer than 1.5 hours?**  Yes  No

If yes, the student must be accompanied by an adult and submit this form.

1. Name:	Title:	Cell:
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Request completed by:

**Supervisor Name:**

**Signature:**

**Date:**

Approved by Notre Dame Cristo Rey Corporate Work Study Program:

**CWSP Staff:**

**Signature:**

**Date:**



## Tips for Working with Student Workers

There are several basic strategies Partners can implement that will enhance the student workers' ability to contribute to your organization. These recommendations come from current and former CWSP Supervisors and CWSP staff. They are meant to serve as guidelines as your organization begins working with student workers. If you have a tip that you would like to share, please contact us!

**STRUCTURE:** Student workers typically perform well when they are given a schedule and asked to follow it every day at work. For example, give students a "task list" or a "to do list" at the beginning of the year that outlines responsibilities when they arrive each morning. Keep the list posted and updated as a student worker reference tool.

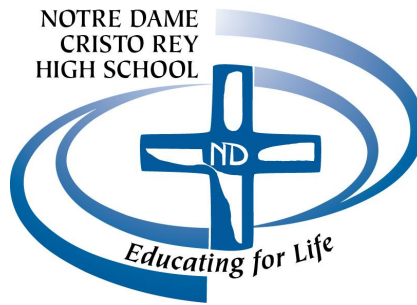
**VERBAL ENGAGEMENT:** Some student workers, particularly freshmen, can be shy and reserved when they begin working. Student workers typically perform well when they are encouraged to speak up, ask questions and engage co-workers. One Supervisor suggests giving student workers verbal instructions and then asking them to repeat the directions back.

**OWNERSHIP:** Student workers typically succeed when they have a sense of ownership in the workplace. If possible, provide a desk or workstation, a computer, phone, file folder or drawer where student workers can receive assigned tasks and store materials.

**FEEDBACK:** Student workers need information to evaluate their work, especially since the work experience is new to them and they are usually only working one day per week. Several Supervisors have suggested reviewing the student worker's day with them and offering advice on areas of strength and areas for improvement.

**VARIATION AND CHALLENGE:** Student workers appreciate variety in their responsibilities and have a desire to work on challenging projects. For example, consider setting aside the rotating Monday workday as "project work"; student workers can work on tasks different from their regular workday. Ask outstanding student workers if there are other tasks they are interested in learning or doing.

**ACCOUNTABILITY:** Student workers often succeed and are most serious when they know they will be held accountable for their work. Hold students accountable for all their time during the workday and ask them to take note of their accomplishments during the work day. Asking students to self-evaluate at the end of the day helps them reflect on their efforts, accomplishments and areas that need improvement.



## **Corporate Work Study Program Contact Information**

**Deb Shell, Executive Director**

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**Julia White, Program Coordinator**

978-689-8222 x 23 (school)

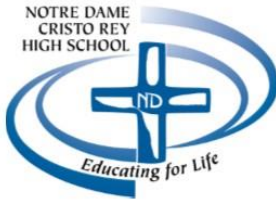
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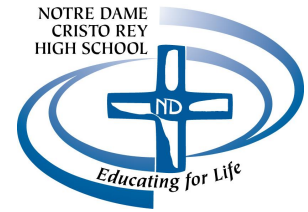
## Corporate Work Study Program 2019-2020 Work Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
ROTATION (Dates Listed Below)	Sophomores	Freshmen	Seniors	Juniors

### Holidays & Monday Rotation Schedule

	Date	Event	
SEPTEMBER	Sept. 2nd	<b>Labor Day-NO CWSP</b>	
	Sept. 3rd	<b>Sophomores-First Day of Work</b>	
	Sept. 4th	<b>Freshmen-First Day of Work</b>	
	Sept. 5th	<b>Seniors-First Day of Work</b>	
	Sept. 6th	<b>Juniors-First Day of Work</b>	
	Sept. 9th	<b>Senior Work Day</b>	
	Sept. 16th	<b>Juniors Work Day</b>	
	Sept. 23rd	<b>Sophomore Work Day</b>	
	Sept. 30th	<b>Senior Work Day</b>	
	OCTOBER	Oct. 7th	<b>Junior Work Day</b>
Oct. 14th		<b>Columbus Day-No CWSP</b>	
Oct. 21st		<b>Sophomore Work Day</b>	
Oct. 28th		<b>Senior Work Day</b>	
Nov. 4th		<b>Junior Work Day</b>	
Nov. 11th		<b>Veterans Day-No CWSP</b>	
Nov. 18th		<b>Sophomore Work Day</b>	
Nov. 25th		<b>Senior Work Day</b>	
Nov. 27th		<b>Freshmen 1/2 Work day</b>	
Nov. 28th		<b>Thanksgiving-No CWSP</b>	
NOVEMBER	Nov. 29th	<b>Black Friday-No CWSP</b>	
	Dec. 2nd	<b>Freshmen Work Day</b>	
	Dec. 9th	<b>Juniors Work Day</b>	
	Dec. 16th	<b>Sophomore Work Day</b>	
	Dec. 21st	<b>Junior 1/2 Work day</b>	
	Dec. 23rd-Dec. 30th	<b>Christmas vacation-No CWSP</b>	
	Dec. 25th	<b>Christmas Day</b>	
	Jan. 1st	<b>New Years Day</b>	
	Jan. 6th	<b>Freshmen Work Day</b>	
	Jan. 13th	<b>Senior Work Day</b>	
DECEMBER	Jan. 20th	<b>MLK Day-NO CWSP</b>	
	Jan. 27th	<b>Freshmen Work Day</b>	
	Feb 3rd	<b>Juniors Work Day</b>	
	Feb. 10th	<b>Seniors Work Day</b>	
	JANUARY	Feb. 17th	<b>President's Day-NO</b>
		Feb. 17th-Feb. 21st	<b>February Vacation-Make Up Days ONLY</b>
		Feb. 24th	<b>Freshmen Work Day</b>
		Mar. 2nd	<b>Seniors Work Day</b>
		Mar. 9th	<b>Junior Work Day</b>
		Mar. 16th	<b>Sophomore Work Day</b>
Mar. 23rd		<b>Freshmen Work Day</b>	
Mar. 30th		<b>Seniors Work Day</b>	
Apr. 6th		<b>Sophomore Work Day</b>	
Apr. 10th		<b>Good Friday-No Junior</b>	
FEBRUARY	Apr. 13th	<b>Freshmen Work Day</b>	
	April 20th	<b>Patriot's Day-NO CWSP</b>	
	Apr. 20th –Apr. 24th	<b>April Vacation-Make Up Days ONLY</b>	
	April 27th	<b>Junior Work Day</b>	
	May 4th	<b>Sophomore Work Day</b>	
	May 11th	<b>Freshmen Work Day</b>	
	May 18th	<b>Junior Work Day</b>	
	May 21st	<b>Last day of work-Seniors</b>	
	May 22nd	<b>Junior 1/2 day work day</b>	
	May 25th	<b>Memorial Day-NO CWSP</b>	
MARCH	Jun. 1st	<b>Freshmen Work Day</b>	
	June 6th	<b>Baccalaureate Mass</b>	
	Jun. 7th	<b>Graduation</b>	
	Jun. 8th	<b>Sophomore Work Day</b>	
	Jun. 9th	<b>Last Sophomore Work Day</b>	
	Jun. 10th	<b>Last Freshmen Work Day</b>	
	June 12th	<b>Last Junior Work Day</b>	
	June 15th-June 19th	<b>FINAL EXAMS-NO CWSP</b>	
	June 22nd-June 26th	<b>CWSP MAKE UP DAYS</b>	
	APRIL	Jun. 22nd-June 26th	<b>CWSP MAKE UP DAYS</b>

Notre Dame Cristo Rey High School  
Corporate Work Study Program  
2019-2020



# Absence Make-Up Form

## Student and Corporate Partner Information

Student Name: \_\_\_\_\_ Grade/Day: 9<sup>th</sup>/Wed 10<sup>th</sup>/Tues 11<sup>th</sup>/Thurs 12<sup>th</sup>/Fri 11th

Company Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Absent: \_\_\_\_\_

## Make Up Day Procedure

**Step 1:** Before Make up day opportunities (February, April or June vacation) CWSP will send the student with Make Up Day form to discuss options with their supervisor.

**Step 2:** The Supervisor decides: *Is a Make Up day necessary for the student?* CWSP suggests supervisors have students make up some if not all their missed days.

**Step 3: If YES** Circle "YES, I would like a make-up day" below, select a date with your student from the back of this sheet, and both Student & Supervisor sign below in **Part 1**. (If there is no list, contact Julia White)

**Step 3: IF NO** Circle "NO Make-up day is necessary" below. Both Student & Supervisor sign below in **Part 1**.

**Step 4:** Return this form to Julia White in the Corporate Work Study Office via email, or by sending back with the student. (Email: [jwhite@ndcrhs.org](mailto:jwhite@ndcrhs.org) and phone: 978-689-8222 x23)

**Step 5:** On the day of the scheduled make up, the Supervisor completes **Part 2** to confirm the student has completed his/her make up day. Send completed form back to Julia White.

## Part 1: Schedule Make Up Day (Student & Supervisor signature)

**Circle One:** YES, I Would Like a Make Up Day OR NO Make-up Day is Necessary

Agreed-to Make-up Date: \_\_\_\_\_ (if NO make-up day is necessary, write N/A)

The Student and I have discussed his/her absence(s) and have agreed upon the above.

Supervisor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Student:** I will require transportation to / from my make-up day. **Please circle: yes / no**

## Part 2: Completion of the Make- up Day (Supervisor signature)

The Student completed the make-up day and is cleared of the absence stated above.

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_