



CRISTO REY
HIGH SCHOOL
The school that works.

CRHS Sacramento Work-Study, Inc. Sponsor/Student-Employee School Break Work Agreement

Please complete and read *both* sides of this form. Students will not receive a paycheck until the form is completed and returned to the WS Office.

Sponsor/Company Information

Sponsor/Company Name: _____

Supervisor/Contact Name: _____ Phone Number: _____

Contact Email Address: _____

Contact Address: _____

Billing Information

Billing Contact Name: _____ Phone Number: _____

Address: _____

Email Address: _____

Special Billing Instructions:

Student-Employee Information

Student Name: _____ Phone Number: _____

Mailing Address: _____

Emergency Contact: _____ Phone Number: _____

Please attach the student's work schedule.

FOR CRHSS WS OFFICE USE ONLY

Agreement Returned _____

Transportation Needed _____

Sponsor and Student-Employee Agree to the following:

WORK-PERMIT REGULATIONS: As the employer of the students, CRHSS Work-Study, Inc. is required to ensure that all student-employees receive the required breaks and do not work more on any given day or week than is allowed by the State of California. Work Permit regulations are as follows (If you are unsure of your student’s age, please clarify with the WS office.):

14 & 15 Year Olds:

- 8 hours per day
- 40 hours per week
- 7am – 7pm, except from June 1 (or whenever school ends session) through Labor Day (or whenever school begins session), until 9pm.

16 & 17 Year Olds:

- 8 hours per day
- 48 hours per week
- 5am – 10pm. However, until 12:30am on any evening preceding a non-school day.

In addition, all student-employees must receive breaks as required by California law. Student-employees are to be provided paid rest breaks of a minimum of 10 minutes for each four hours worked, occurring as near as possible to the middle of the work period. In addition, student-employees must take an unpaid meal break of at least one half-hour for every work period of more than five hours. However, if six hours of work will complete the day’s work, the student-employee may voluntarily request his/her supervisor to not take the meal break. The meal break must begin prior to the end of the fifth hour of work.

California law does not permit minors to work in excess of 8 hours per day. By signing this agreement, sponsor agrees to abide by California law. Sponsors and Student-Employees are responsible for accounting for time worked. Student Work-Permits and detailed regulations are available upon request from the CRHSS Work-Study, Inc. office.

PAYMENT: Student-Employees are paid on the 15th and the last day of each month. Timesheets must be completed on the CRHSS Work-Study, Inc. Student-Employee timesheet and submitted electronically to timesheets@crhss.org. Timesheets MUST be signed by a supervisor or students will not be paid. By signing the timesheet, supervisor agrees to pay for all time listed on the timesheet. Both student and supervisor are responsible for ensuring the time listed on the timesheets is correct. Timesheets that are not received a minimum of 7 business days prior to the payday will not be paid until the following payday. Student will not receive payment for days worked until all workday absences are made up.

Violation of the terms of this Work Agreement may result in CRHSS Work-Study, Inc. denying the privilege of working during break and student may be subject to disciplinary action

Sponsor Agrees to hire the Student-Employee for the days indicated on the schedule attached. Sponsor agrees to payment of \$16.00 per hour with a maximum of 8 hours per day to be paid to CRHSS Sacramento Work-Study, Inc. CRHSS Work-Study, Inc. will handle all payroll requirements (I-9 forms, W-4 forms, Workers’ Compensation, Employer Taxes, and all other applicable taxes etc.) and pay the student directly. I agree to abide by all regulations set forth in the student’s work permit, a copy of which is available on request and detailed on this form.

Company Official Signature: _____ **Date:** _____

Student-Employee Agrees to work the above indicated days at the above mentioned Sponsor site. I understand that I am a direct employee of the CRHSS Work-Study, Inc. and agree to follow its rules and regulations. I agree to wages of \$11.00 per hour. I am responsible for my own transportation to and from work. CRHSS Work-Study, Inc. will handle all payroll requirements (I-9 forms, W-4 forms, Workers’ Compensation, Employer Taxes, and all other applicable taxes etc.) and will pay me directly. I understand that I must return my timesheet to the Work-Study office in a timely manner to be paid. I agree to abide by the all the regulations set forth in my work permit which is detailed on the back of this form. This includes all required breaks and limitations of length of time worked per day and week. I understand that I am held to all the rules of Cristo Rey High School and CRHSS Work-Study Inc.

Student Employee Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____