



CRISTO REY JESUIT
CORPORATE WORK STUDY PROGRAM

CORPORATE PARTNER HANDBOOK

2022-23

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CWSP Team Contact Information

In the event of an emergency, call 911, then call the school Main Office at (414) 436-4600. In the event of a student illness, call the school Main Office at (414) 436-4600. The Main Office line is the primary point of contact between the workplace, the CWSP team, and our students' families.

CWSP staff are available to answer your questions, please do not hesitate to contact us!

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Cristo Rey Jesuit High School Mission Statement

Cristo Rey Jesuit, a Catholic high school for young women and men of all faiths and limited financial means, integrates rigorous academics, professional work experiences and spiritual development to empower graduates to succeed in college and life.

Overview, Philosophy, and Program Goals

Thank you for your participation in the Corporate Work Study Program (CWSP)! CWSP is an essential component of the CRJ mission and education. CWSP follows a nationally successful work-study model, enabling students to gain real-world, professional work experience and earn part of the cost of their education by working in entry-level positions. This program complements the college preparatory curriculum of the school. Each student works one day each week – a total of five days per month – in a professional setting. Four students share each full-time job. Our extended four-day-per-week academic schedule ensures that students do not miss class time.

In order to participate in CWSP, students are required to commit themselves to high standards of responsibility and behavior. This model of combining education and work experience is effective and is moving the needle for our students, their families, and the Milwaukee area business and non-profit community. CWSP has a formative impact by helping students understand the relationship of education to career. CWSP positions students for a brighter, more hopeful future by enabling them to develop self-confidence, build self-esteem, develop lifelong mentoring relationships and recognize opportunity.

In exchange for each student’s work, each Partner (as a sponsoring Corporation, you represent the “Partner”) signs a “fee for service agreement” and student workers sign an agreement with CWSP assigning their earnings to offset educational costs. Students are employees of CWSP and not employees of the Partner company. Students are not eligible for Partner company benefits and should not be led to presume that they may partake in such benefits (for further details see “Policies” section of this handbook).

CWSP’s goal is to provide a positive experience for both the students and the “Partner.” By participating in CWSP, Partners have access to a pipeline of diverse talent in the future and provide an opportunity for their employees to participate in the social justice mission of CWSP. Employees often develop rewarding mentoring relationships with student workers and share that they gain as much from participation as students do by helping to create an invaluable learning and work experience for students in their first jobs. The Partners are the beneficiaries of the student workers’ productivity and contributions toward the company’s work objectives. Students gain early access to professional networks and environments typically underrepresented in their communities, equipping them with the social and technical acumen to enter and excel at careers they may not have otherwise considered. They gain exposure to real-world business experience that will help them make informed decisions about their abilities and their future.

CWSP hosts Freshman Business Training Camp at the beginning of each school year. It is mandatory for all freshmen and transfer students to participate in this program. Training includes Department of Labor requirements, an introduction to workplace technology, and an introduction to basic business skills and

etiquette. Supervisors are asked to provide specific workplace training as needed to their student workers.

CWSP attempts to make participation as simple as possible for its Partners. For this reason, our policies and procedures follow standard business practices as much as possible. This handbook outlines the expectations for Partners and students participating in CWSP. CWSP reserves the right to change or alter this handbook at any time and changes will be made in writing to the Partners. Please contact the CWSP team for questions, concerns, or clarification to any part of this handbook.

Key Policy Overview:

1. Student Safety
 - Safety is our number one priority. Partners are asked to notify CWSP staff of any issue or problem, large or small, involving a student. CWSP expects that any circumstance concerning students requires its involvement.
2. Communication with Cristo Rey Jesuit CWSP Staff
 - CWSP supports Partners and students through ongoing communication in all matters involving the students at the workplace. Please communicate all student concerns or violations against CWSP policies promptly (via timecard comments, email, or phone call). Mutual collaboration enables the staff to provide support to student workers to help facilitate their workplace success.
3. Cell phones/Earbuds/Internet Usage
 - Students' personal technology, including but not limited to, cell phones, smart watches, or earbuds, should not be seen or heard while at work. Cell phones are ONLY allowed during the student's 30-minute lunch break. Internet usage is for work purposes only.
 - Unless your organization has a different personal technology policy, the above policy should be in effect. Please share your organization's specific policy with your student worker during their onboarding process.
 - Supervisors have the authority to hold onto students' personal technology for the duration of the workday, at their discretion.
4. Uniforms and backpacks
 - Students must be in full Cristo Rey Jesuit uniform at all times while at work. There are no dress down days for students.
 - Backpacks or large bags are not allowed at work.

Schedule

Year Calendar

The calendar will be distributed during Supervisor Orientation.

Students are placed in teams of four and work at least one day per week. CWSP coordinates schedules with the school so that, without missing any classes, each student is available one full day (approximately 6 to 7 hours) each week, plus an extra day every fourth week. A typical monthly work schedule may look as follows:

	Mon	Tues	Wed	Thurs	Fri
Week 1	Diego	Anna	Bridget	Carlos	Diego
Week 2	Diego	Anna	Bridget	Carlos	Anna
Week 3	Diego	Anna	Bridget	Carlos	Bridget
Week 4	Diego	Anna	Bridget	Carlos	Carlos

Diego = Monday worker, Anna = Tuesday worker, Bridget = Wednesday worker, Carlos = Thursday worker, Students rotate on Fridays

2022-23 WORKDAYS

Monday = Senior workday

Tuesday = Sophomore workday

Wednesday = Freshman workday

Thursday = Junior workday

Daily Work Schedule

- CWSP provides transportation
- Students work approx. 6 - 7 hours per day
- **Daily check in / check out with supervisor or another adult is mandatory**
- Electronic timecards are used for performance evaluation and Department of Labor compliance

Students report to school each day and CWSP coordinates student transportation to and from the workplace. Depending on the transportation schedule, students will be dropped off at a Partner location sometime between 8:15 am - 10:00 am. Students may be dismissed from work sometime between 2:00 pm - 3:30 pm. At the beginning of the year, supervisors will be notified regarding the students' transportation schedule and stop location. Please allow the student 5 – 10 minutes to get to and from their transportation stop in the morning and afternoon.

Students will take lunch and breaks according to the Partner's schedule. For details, see "Lunch Time / Breaks" in the Policy section of this handbook.

Students are responsible for watching their own time. Students are responsible for getting to the Partner's office in a reasonable amount of time in the morning and for notifying supervisors when they must leave in the

afternoon. **It is mandatory that a student check in and check out with the supervisor or another adult on each day she/he is assigned to work.** We ask supervisors to monitor the students to ensure they are safe and to be certain a student worker does not get in the habit of arriving late or leaving early.

Supervisors will be promptly contacted if students are absent the morning they are scheduled to report to work. CWSP will contact the Partner by email if a student is absent. **If a student worker is absent from work and the Partner has not heard from CWSP, please notify the CWSP office immediately by calling the school's Main Office.**

In accordance with Department of Labor regulations, CWSP employs an electronic timecard system to document and manage students' work performance. The system (Salesforce) requires students to access their school email from a workplace computer to verify arrival and departure times and tasks performed on a daily basis. Student timecards are a critical component of our program. **Supervisors will approve the student worker's timecard on each workday and are asked to provide feedback on the student's performance, both positive and critical.** The CWSP team reviews the timecards everyday to ensure students are meeting expectations and learn how we can support students and supervisors. Please understand the importance of completing the daily timecard process. Detailed timecard instructions will be provided.

Holidays (School and Partner)

Students do not work on school holidays. Please see the CWSP Calendar for workdays.

Students will not work on Partner holidays. **Please inform CWSP at least two weeks in advance if Partner observes holidays other than the standard U.S. holidays.** If a Partner needs their student worker(s) to work on a shortened schedule during a Partner holiday, please notify the CWSP staff as soon as possible so alternative transportation can be arranged.

Partner Engagement Events

CWSP typically coordinates several events and programs to engage with our Partners. Here are key events and approximate dates; please look for communication from CWSP staff on exact dates and specific details in our monthly newsletter:

- Business Training Camp (summer): This week-long training provides all new CRJ students an introduction to basic business skills and etiquette. Partners are sometimes asked to volunteer during this training.
- Supervisor Orientation (July/August): This is considered a mandatory event for Partner supervisors. Supervisors and program managers have the opportunity to meet each other, learn the policies and procedures, share best practices, and clarify their questions or concerns with the CWSP staff.
- CWSP Employee of the Month (EOTM) and Student Recognition: CWSP supervisors are encouraged to nominate their student worker(s) for exceptional work performance. Detailed information about our EOTM program is included in our monthly newsletter.
- Site visits (all year): A member of the CWSP team will visit each partner 1–2 times a year per the Department of Labor. These visits are an important opportunity to connect with the student workers to find out how work is going and to check in with the program manager/supervisor to answer questions and discuss student performance.

- School Visits (all year): Partners (executives, supervisors, work teams) are encouraged to visit Cristo Rey Jesuit for a campus tour or attend an event. Please reach out to CWSP staff to coordinate. Partners, as all community members, are also welcome to join Cristo Rey Jesuit in school for religious holidays and co-curricular events, including sporting events and theater productions.
- Supervisor Roundtable (Winter) and Social (Spring): Supervisors gather with each other and CWSP Staff to share best practices for working with CRJ students and celebrate the school year.

Student Expectations

Effective communication between the Partner supervisor and CWSP is essential for the success of the program.

We encourage supervisors to notify CWSP of any and all issues or concerns involving students in the workplace. All students are required to work at their assigned job in order to continue enrollment at the school. Daily, on-time attendance is extremely important for both the student's success and the success of CWSP. Students are expected to conduct themselves in a mature manner consistent with the expectations of the Partner workplace, as well as the Cristo Rey Jesuit High School "CRJHS" code of conduct. If a Partner finds that a student's performance does not meet expectations, then the Partner is expected to contact CWSP. CWSP will follow the discipline protocol outlined in the Student Handbook. **Students are required to present themselves in a professional and respectful manner at all times.** We encourage Partners to provide students with the Employee Handbook for their company and with normal employee HR orientation programming.

Specific Key Student Expectations:

- Attend work each day assigned and make up all missed workdays. Failure to adhere to CWSP's attendance policy may result in a student's removal from their placement.
- Bring their lunch to work. **Note: CRJHS provides bag lunches in addition to breakfast each morning for students.**
- Abide by CRJHS code of conduct found in the CRJ Student Handbook at all times, including wearing proper school uniforms to the workplace.
- Abide by the specific rules and regulations of the company at which the student is placed.
- Be on time for transportation to and from work.
- Demonstrate motivation, an interest in learning, and a positive approach to work through their behavior and performance.
- Participate in CWSP in order to continue enrollment at CRJHS.

Partner Expectations

- Provide students with a positive and safe working environment, meaningful work, realistic measures of productivity, and any Partner policies or employee handbooks.
- Assign supervisor who believes in CWSP and the success of CRJHS students to give work instructions, provide performance feedback, and communicate any and all issues to the CWSP team.
- Assess students' work performance and share feedback by completing daily electronic timecards and by filling out brief performance evaluations 1-2 times per school year
- We encourage partners to share positive and constructive feedback directly with a student, or through coordination with CWSP staff. CWSP will also meet with students on an individual basis as needed to discuss problems and concerns, and to encourage students to improve and do their best.

Student Performance

Student performance working with the Partner company will be evaluated each semester according to CRJHS academic standards and be influenced by supervisor feedback on timecards and surveys. Students are evaluated on initiative and attitude, attendance, professionalism, and an approach towards learning.

From time to time, it may be necessary to address unacceptable behavior and/or poor work performance. A member of the CWSP team meets with students when additional support is needed. CWSP will enforce disciplinary action for student violations to any work study policies or expectations on a case by case basis. Partners and supervisors are encouraged to communicate any and all incidents, small or large, to CWSP staff so proper remedial action and/or disciplinary action can be initiated. Students who regularly exceed expectations on supervisor comments, timecards, and/or performance evaluations will be recognized for their outstanding achievement at CRJHS events.

CWSP issues grades on a quarterly basis of either “Meets Expectations” or “Does Not Meet Expectations.” A “Does Not Meet Expectations” grade can be amended to a “Meets Expectations” grade the next quarter when the criteria is met or the assignment is turned in. All students must finish the school year with a “Meets Expectations” grade to earn their CWSP credit. Successful completion of CWSP credit each year enrolled is a requirement for graduation from CRJHS.

Policies

Standards of Conduct

All CWSP Partners and employees are expected to treat students with respect and maintain appropriate, professional boundaries in their relationships with students. Although students are expected to perform their work responsibilities in a manner similar to other employees, their age should be considered in providing a safe work environment. Partners are thus expected to have appropriate employment policies prohibiting discrimination and harassment, including a complaint procedure that is communicated with students. The expected standards of conduct apply to any event or circumstance that brings students and employees together – no matter the location, time or purpose, or whether or not CRJHS had knowledge of the event.

The following guidelines are intended to protect Partners and students and to lessen the chances of any misunderstandings or misinterpretations of words or behavior:

- When meeting one-on-one with a student, do so in a public area. If you are in an office, make sure a door is kept open so that both student and Partner are visible from the door. Rooms without interior door windows or sidelights should not be used for student meetings.
- Partners are encouraged to have another adult in the room when they meet with individual students.
- Partners may not transport students off site without written prior consent from CWSP, and should never be alone in a vehicle with a single student.

CWSP determines all Partner assignments for students and reserves the right to move students based on performance. CWSP works to accomplish the best student – Partner match possible based on Partner needs outlined in the job description and the students’ skills sets. Changes will be made only after consultation with the Partner.

Students are expected to conduct themselves in a manner consistent with the expectations of the workplace. If a Partner is displeased in any way with a student's performance and/or behavior, the Partner is encouraged to address the situation as soon as possible with CWSP staff. Should a student need to be removed, effort will be made to replace the student as soon as an effective replacement is available.

Dress Code

All student workers are required to arrive at work in complete school uniform, which is considered business attire. Prior to departing from school to work in the morning, CWSP staff is responsible for evaluating the students' attire and general compliance with code of conduct to ensure a neat and professional appearance. Please keep in mind that students can change their appearance between school and work, so it may be necessary to notify CWSP staff if a student is not dressed appropriately. The student should always report to work and leave the workplace in proper school uniform. CWSP understands some businesses encourage "casual Fridays" for their employees, however CWSP student workers will not participate in dress down days. If the nature of the work requires employees to wear different attire (ex. hospital scrubs), please contact the CWSP team to discuss if a uniform exception can be accommodated.

Transportation

CWSP provides transportation to and from the workplace for all students. **Parents may not drop off or pick up a student at work unless specifically coordinated with CWSP and communicated to the supervisor.** This is for the safety of all parties involved, especially the students. The student has the responsibility to be on time for the morning and afternoon transportation. Partners are asked to be sensitive to the needs of the students to leave work in the afternoon so they can make their transportation on time.

From time to time, it may be necessary for student workers to depart work early due to special unavoidable circumstances (illness, family emergency). If such cases arise, CWSP staff will contact the supervisor as soon as possible, prior to the student's departure time, to schedule these special arrangements. As stated above, parents are not permitted to pick up or drop off students. In the case of late arrivals and/or early dismissals by individual students, and as is the case in all transportation to and from the workplace, CWSP will provide transportation.

Arrival / Departure (Tardiness)

If a student is tardy to work, the Partner is asked to notify CWSP, and the subject will be addressed with the student by CWSP staff and coordinated with the Partner. Patterns of lateness or absence can be cause for termination from a student's job placement.

Lunch Time / Breaks

Students are allowed to take lunchtime and breaks according to the Partner's preference and schedule. Students are prohibited from leaving the workplace or building unless invited and accompanied by one (if walking to lunch) or more (two adults are required if driving to lunch) adult coworkers. **CRJHS provides students with a bag lunch each day.** Partners are encouraged to instruct the students about lunch schedule on the first day of work. CWSP expects that most students will take a lunch break at some point between 11:00 am and 1:00 pm. Students will not expect more than 30 minutes for a lunch break. Students may NOT make arrangements to intentionally miss lunch in order to leave work early. Students are not permitted to order food

while at work. If a student worker abuses the schedule to the dissatisfaction of the Partner, the Partner is asked to notify CWSP as soon as possible.

Offsite Events

With CWSP's prior written approval (email), students may participate in offsite events with their supervisor and/or coworker(s) such as lunches, field trips, offsite projects, activities, celebrations without alcohol, etc. Students are prohibited from leaving the workplace or building unless invited and accompanied by one (if walking) or more (at least two adults are required to be in the car if driving) adult coworkers. In order to obtain CWSP's prior written approval (email) for an offsite event, corporate partners should contact CWSP staff with 1) destination / location of event, 2) date and approx. time frame student will be offsite, 3) adult(s) who will be accompanying student, and 4) contact information for at least one adult who will be accompanying the student. Partners should not take student(s) offsite without prior written approval of the event from CWSP. After written approval from CWSP, when using personal or company vehicles to transport student(s), please ensure vehicles are insured.

Attendance / Absences

Each student worker is expected to attend work each and every workday they are assigned. Patterns of lateness or absence can be cause for removal from a student's job. If a student is not present when his/her transportation route departs, the student will not attend work that day; it will be considered a "Workday Absence." Student workers are expected to make up any missed workdays prior to the end of the same semester in which the absences occurred.

If a student worker misses work:

1. CWSP will notify the Partner in the event a student worker is absent from work. If a student is absent and a Partner has not heard from CWSP, please notify the Main Office immediately and ask for a member of the CWSP team.
2. Makeup days are scheduled at the convenience of the supervisor. The makeup day of work cannot be a regular scheduled workday or a day when school is in session, and must be during the academic school year.

Absence Makeup Days

There are no excused absences from CWSP for any reason. Partners pay a fee in return for work hours, so an absence from work must be made up to fulfill the student's and CWSP's commitment to Partners.

A member of the CWSP team will schedule the makeup day with the supervisor and communicate the date to the student worker. CWSP has designated several days on the school calendar for students to make up missed workdays. These days are generally days that school is closed, professional development days, and school holiday breaks. CWSP is responsible for providing transportation. A student absence on a scheduled makeup day will not be tolerated. If a student misses makeup days two times during the work year, then the student may be terminated from work.

Timecards

To ensure that all students are held accountable for the time worked, we ask Partners to approve electronic timecards for each student worker, provide feedback, and comments on the students' work. Timecards are sent

through email to students and supervisors separately. Timecards are the primary means of recognition for any level of performance, so please understand the importance of completing and commenting on your students' performance. The timecard email has changed to: notifications@workstudyforce.org. Please make sure this is added to your sender list.

School Closure

If school is closed or delayed (ex. snow/inclement weather), notification will be sent to you by email. CRJ closings or delayed openings will be posted on the school's social media accounts ([Facebook](#) and [Twitter](#)), and listed as Cristo Rey Jesuit High School on the news stations as they run their list of cancellations. If the school is closed, students will not report to work and the day will not be made up. If the school is delayed, students will report to work late (and you will be emailed with the new drop-off times). If your office is closed, starting late, or closing early, please contact the CWSP office as soon as possible so transportation plans can be modified.

School & Extracurricular Activities

There are very few occasions when a school activity interrupts a student's work schedule. Students participating in college access testing/AP testing and required faith based retreats (including Kairos) will be excused from their workday. A student may not miss any work in order to participate in extracurricular school activities. In the event that an extracurricular activity or sporting event conflicts with a student worker's work schedule, the student worker's first responsibility is to her/his job. Partners should be aware that students do not have approval to miss work for any school activity unless a request is made directly by CWSP staff to the Partner, and the Partner grants approval.

Illness at Work

If a student becomes ill at work, the Partner is asked to call the school Main Office and ask for a member of the CWSP team. CWSP may ask to speak with the student and may dispatch a driver to pick up the student early. **A student nor the Partner should contact parents / guardians or release a student worker on his/her own recognizance.** If a student becomes ill at work and leaves early (before 2pm) that student will be required to make up the full day.

Medication at Work

Partners should not administer medication to students at any time. All medications, including over-the-counter medications (i.e. Tylenol®, Advil®, acetaminophen, and ibuprofen) must be approved by the parent/guardian in advance. Some students have allergies to certain medications and/or do not have parental consent to take certain medications. If a student asks for medication or if you have questions about this, please contact the school. Always call 911 in case of an emergency.

Any student requiring rescue medication, such as asthma inhalers or epi-pens, should be allowed immediate access for use. CWSP will notify the Partner if a student assigned to their company has any of these emergency medical conditions.

Incidents on the Job

CWSP has a vested interest in both the success of the student worker and the satisfaction of its Partners. CWSP staff will act as a mediator in difficult situations between the Partner and the student worker.

Misconduct: Partners are requested to notify CWSP as soon as possible regarding any incident of misconduct involving a student worker. CWSP expects student workers to conduct themselves in a mature, professional manner. Incidents of misbehavior by student workers in the workplace are treated very seriously. Partners should be aware that any student behavioral problems occurring at work will be dealt with on an individual basis. CWSP may choose to remove a student worker from the workplace. If this occurs, CWSP will coordinate with the Partner to replace the removed student as soon as possible. Student workers are held to high standards of honesty and integrity by CWSP.

Personal Technology / Internet Usage

Student workers' use of personal technology, including but not limited to: cell phones, smart watches, tablets, video games, and headphones/earbuds are not allowed at the worksite unless there is a differing company policy. CWSP policy is that student cell phones should not be seen or heard at the workplace; they are allowed during the student's 30-minute lunch break. Partners are asked to help enforce this CWSP policy unless there is a differing company policy. Please inform CWSP staff if student workers are misusing personal technology or if it becomes a distraction from their daily work tasks.

Internet usage at the workplace may be necessary for students to accomplish tasks given to them by their supervisors. Social media websites are NOT allowed to be accessed during work (such as Facebook, Twitter, Instagram, Snapchat, etc.). **Only websites approved by the supervisor may be accessed at the workplace.**

CWSP has instructed student workers that the use of a Partner's telephone, Internet, office equipment, office services or office materials without a supervisor's approval is prohibited.

Items Prohibited at the Workplace

Student workers' use of personal technology, including but not limited to: cell phones, smart watches, tablets, video games, and headphones/earbuds are specifically and strictly prohibited at the worksite. In addition, backpacks and sunglasses are strictly prohibited. Partners are asked to help enforce this policy. Please inform CWSP staff if student workers use any of the aforementioned items.

Parent / Guardians

CWSP supports the Partners on all matters of student concern. Because CWSP functions as a contract employment agency, it should be utilized as the primary point of contact between Partners, students, and their families. If a parent/guardian contacts the Partner with questions or concerns, please refer him/her back to the CWSP staff and do not engage in communication. Parents/guardians will be instructed in the same way concerning direct communication with Partners.

Families are an integral part of our development and disciplinary process. Our Student Relations team works closely with families and students regarding workplace issues and student recognition.

Photo Release

Students and families sign a photo release as part of our CWSP Parent / Student Agreement. Partners have permission to use photos and student quotes in marketing materials, including social media. Please omit last names since students are minors.

Gift Giving

Giving gifts to the students is discouraged. Gift giving can complicate the supervisor/student relationship and may have a negative effect on the student's peers at school who do not receive gifts. We recommend showing gratitude for the student's work with a kind or encouraging word, message, group lunch together, or thank you note and/or nomination for CWSP Employee of the Month. We ask that you please handle gift giving to a student the same as you would for another employee. So, if you are giving a small gift to everyone in the office, you may also give that same small gift to the student(s). This includes company branded materials that are given to all employees.

Office Parties

Some Partners request student workers participate in office parties or celebrations. CWSP will work with individual Partners to determine student availability, but students are not permitted to miss class to attend office parties. Students should not participate in any office gatherings that include alcoholic beverages under any circumstances. If arrangements need to be made for student pick-up from the workplace for this reason, please call CWSP staff.

Work Permits

The Wisconsin Department of Workforce Development requires that workers less than 16 years old obtain a work permit. It is the responsibility of CWSP to comply with all child labor laws and to assure that current work permits are on file for all students and to supply Partners with a copy of this permit, if requested. All CRJHS students employed by CWSP are at least 14 years old.

Special Eligibility Requirements

If the Partner requires student workers to meet any of the special eligibility requirements listed below (or other special requirements not mentioned) please contact CWSP staff. CWSP will assist to ensure the proper requirements have been met so the student is eligible to work, such as:

- Drug testing
- TB testing
- Pre-employment screening or background checks
- Confidentiality/Non Disclosure agreements (CWSP asks Partners to review these with students on their first day of work. Students may sign agreements on their first day of work.)

Worker's Compensation and Liability Insurance

Because student workers are employees of CWSP, the program carries Worker's Compensation coverage for all student workers. CWSP also holds liability coverage for itself and student workers. A copy of the Outline of Coverage for liability insurance is available upon request.

Contracts and Billing Information

CWSP requires contracts for all Partners for each year of participation.

Hiring Students during Summer Break

Partners may choose to hire students during summer break as a result of quality performance during the academic year. Partners may hire students, who will remain employees of CWSP, at the minimum pay rate of \$11.00 per hour with CWSP continuing to handle all payroll matters. Students must be academically eligible to participate in the summer work program. Information about this program is sent out each spring.

If a student no longer attends CRJHS (due to graduation, transfer, or loss of academic standing), he/she may no longer work for any company as a CWSP employee.

Appendix (Resources)

Academic / Work Study Calendar - shared via email

Timecard Instructions - p.15

Timecard instructions

The timecard email is sent from **notifications@workstudyforce.org**.
Please make sure this is added to your sender list.

Please view this short video to learn more about the supervisor timecard approval process:

<https://www.loom.com/share/47e6470335e84116a37c8c69d275f392>



Time Card Feedback for Jonathan Student on 7/15/2021

Dear Jenny Supervisor,

Please provide performance feedback for Jonathan Student for 7/15/2021. If you like, you can adjust hours, request a follow-up or add a comment after providing a rating.

Hours Worked: 7 hrs 30 min

Lunch: 0 hrs 45 min

Exceptional

Above Expectations

Met Expectations

Needs Improvement

Unsatisfactory

Timecard Form example



Time Card Details

Student Name Jonathan Student **Date Worked** 07/15/21

Activities:

Today, I attended a department meeting in the morning and learned about a new project that will launch next month. I spent a few hours updating the company's contact database, then I worked on a PowerPoint presentation that I will be making at next week's department meeting.

Hours Worked 7 hrs 30 min **Time At Lunch** 0 hrs 45 min **Hours Worked Without Lunch** 6 hrs 45 min

I would like to update the hours worked * Yes No

Lunch max. time is 30mins

Performance

Unsatisfactory	Needs Some Improvement	Met Expectations	Above Expectations	Exceptional
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rating *

Additional Comments

Share comments with student? * Yes No **Request a follow up from Cristo Rey? *** Yes No

