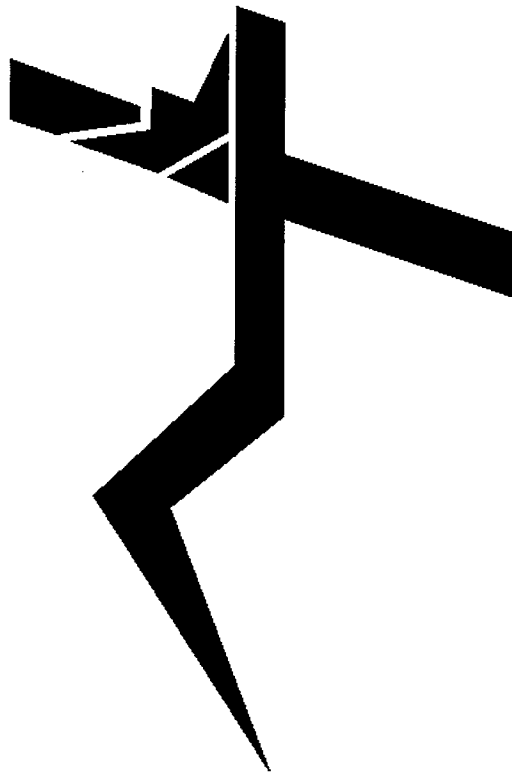


CRISTO REY



JESUIT HIGH SCHOOL

**WORK STUDY PROGRAM
SPONSOR HANDBOOK
2006-2007**

TABLE OF CONTENTS

General Information	
Program Overview	pg. 2
Structure	pg. 3
Contact Information	pg. 3
Schedule	
Work Year	pg. 4
Daily Work Schedule	pg. 4
CRWSP Holidays	pg. 4
Employer Holidays	pg. 5
Cristo Rey Events	pg. 5
Policies	
Job Assignments	pg. 5
Time Cards	pg. 5
Summer Training Institute	pg. 5
Absence Policy	pg. 5
Make-Ups	pg. 6
Illness at Work	pg. 6
Tardies	pg. 6
School Activities and Sports	pg. 6
Performance Reviews	pg. 6
Lunch and Breaks	pg. 7
Dress Code	pg. 7
Holiday Work	pg. 7
Incidents on the Job	pg. 8
Items Prohibited at the Work Place	pg. 8
Drug Testing	pg. 8
Work Permits	pg. 8
Workers Compensation and Liability	pg. 9
Background Checks	pg. 9
Contract and Billing Information	pg. 9
Office Parties	pg. 9
Emergency Information	pg. 9
Transportation	pg. 9
Employer Information	
Student-Employee Orientation	pg. 9
Teachers-to-Work	pg. 10
Site Visits	pg. 10
School Visits	pg. 10
Student-Employee Skills and Tasks	pg. 10
Working With Student-Employees	pg. 10
Sample Documents	
Time Card	pg. 12
Performance Evaluation	pg. 13
Absence Make-Up	pg. 17
Holiday Work Request	pg. 18
Employer/Job Assignment Form	pg. 19
Dress Code Policies	pg. 20

CRWSP INFORMATION Program Overview

Welcome! The Cristo Rey Work-Study Program (CRWSP) allows student-employees to earn 65% of their tuition at Cristo Rey Jesuit High School and provides real world job experience. It is an integral part of their educational experience at Cristo Rey Jesuit High School and we require our student-employees to commit themselves to high standards of responsibility and behavior.

The CRWSP contracts with Employing organizations to fill entry-level clerical positions at the Employers' places of business. The CRWSP coordinates schedules with Cristo Rey Jesuit High School so that each student-employee is available one full day (approximately 7 1/2 to 8 hours) each week plus an extra day every fourth week without missing any classes. Class schedules are staggered so that an equal number of student-employees are available each day of the workweek. Student-employees are then placed in teams of four and are assigned to Employer positions. The team of student-employees "job share" the position for the year.

In return for the student-employee's work, each Employer signs a contract agreeing to pay the CRWSP a fee. This fee is used to cover the costs of administration of the program and the remainder is run through a payroll system for the student-employee. Instead of receiving a check for their net earnings, student-employees sign an agreement with the CRWSP assigning their earnings to Cristo Rey Jesuit High School to help offset the cost of their education.

By participating in the Program, Employers create an invaluable learning and work experience for urban youth. The Program asks its Employers to treat the student-employees as they would any other employee or contracted worker. Working with adults in an adult environment helps student-employees understand the importance of acting responsibly and professionally. An Employer should feel free to instruct and express approval or disapproval with student-employees just as she/he would with any other worker regarding a particular attitude, the quality of work or any other situation meriting comment.

The CRWSP wants to support Employers and student-employees in this experience. Communicating with the CRWSP staff allows us to work with you in training and managing the student-employees. The CRWSP staff exists to manage the relationship with student-employees and Employers.

The CRWSP attempts to make participation as simple as possible for its Employers. For this reason, our policies and procedures follow, as much as possible, standard business practices and customs.

This handbook outlines the expectations for Employers participating in the CRWSP and explains policies and procedures for the CRWSP. Cristo Rey 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 Employers. Requests for clarification of any part of this handbook should be addressed to Carlos De La Rosa, Director of the CRWSP at Cristo Rey.

If an Employer has any problems or concerns about the CRWSP or with any of its administrators, she/he is encouraged to address them directly with me or with our President, Fr. James Gartland, S.J.

Thank you for being an Employer!

Carlos De La Rosa
Director, Cristo Rey Work Study Program

