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CRISTO REY WORK STUDY PROGRAM OVERVIEW

Welcome! The Cristo Rey Work-Study Program (CRWSP) allows student-workers to earn 70% 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-workers to commit themselves to high standards of responsibility and behavior.

The CRWSP contracts with companies to fill entry-level clerical positions at the Sponsors' places of business. The CRWSP coordinates schedules with Cristo Rey Jesuit High School so that each student-worker 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-workers are available each day of the work week. Student-workers are then placed in teams of four and are assigned to Job Sponsor positions. The team of student-workers "job share" the position for the year.

In return for the student-worker's work, each Sponsor 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-worker. Instead of receiving a check for their net earnings, student-workers 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, Sponsors create an invaluable learning and work experience for urban youth. The Program asks its Sponsors to treat the student-workers as they would any other worker or contracted worker. Working with adults in an adult environment helps student-workers understand the importance of acting responsibly and professionally. A Sponsor should feel free to instruct and express approval or disapproval with student-workers 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 Sponsors and student-workers in this experience. Communicating with the CRWSP staff allows us to work with you in training and managing the student-workers. The CRWSP staff exists to manage the relationship with student-workers and Sponsors.

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

This handbook outlines the expectations for Sponsors 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 Sponsors. Requests for clarification of any part of this handbook should be addressed to Jose Rodriguez, Director of the CRWSP at Cristo Rey.

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

PROGRAM STRUCTURE

The student-workers of Cristo Rey Jesuit High School are workers of the CRWSP. Sponsors contract with the CRWSP to lease the student-workers. The CRWSP is administered by a staff at Cristo Rey Jesuit High School composed of a Vice President, Director, and Program Coordinators. The CRWSP staff works closely with teachers, administrators, and families to ensure that student-workers receive an outstanding experience in school and at the work place.

The CRWSP staff works to ensure that Sponsors receive exceptional work for their fee. The CRWSP evaluates student skills and groups students into student-worker teams. Based on Sponsor needs, the CRWSP matches teams to a suitable Sponsor. Each CRWSP coordinator is assigned to oversee student-worker teams and manage their relationship with Sponsors. Once assigned to a student-worker team, coordinators serve as contacts for the respective Sponsor, addressing any questions or concerns that arise during the course of the year.

SAMPLE SCHEDULE FOR A STUDENT WORK TEAM

	MON	TUE	WED	THU	FRI
Week 1	Angel	Angel	Brenda	Celeste	David
Week 2	Brenda	Angel	Brenda	Celeste	David
Week 3	Celeste	Angel	Brenda	Celeste	David
Week 4	David	Angel	Brenda	Celeste	David

CONTACT INFORMATION

Mailing Address: **Cristo Rey Jesuit Work Study Program, Inc.**
1852 W. 22nd Place
Chicago, IL 60608

Main Telephone: **(773) 890-6800**

Facsimile: **(773) 890-6880**

Web Site: www.cristorey.net

CRWSP COORDINATOR CONTACTS

<u>Name</u>	<u>Title</u>	<u>Contact Information</u>
Preston Kendall	VP for Corporate Internships	Office: (773) 890-6888/ Cell: (773) 547-3097 Email: pkendall@cristorey.net
Jose Rodriguez	Director	Office: (773) 890-6875/ Cell:(773) 447-0628 Email: jrodriguez@cristorey.net
Tom Buckley	Program Coordinator	Office: (773) 890-6882 Email: tbuckley@cristorey.net
Angela Moret	Program Coordinator	Office: (773) 890-6860/ Cell: (773) 447-3580 Email: amoret@cristorey.net
Patrick O'Brien	Program Coordinator	Office: (773) 890-6805/ Cell:(773) 447-4433 Email: pobrien@cristorey.net
Ana Reyes	Program Coordinator	Office: (773) 890-6883 / Cell: 773) 447-3303 Email: areyes@cristorey.net

CRWSP SCHEDULE

WORK YEAR

The work year begins Monday, August 31, 2009 and continues through the June 10, 2010, except for Seniors, who end one week earlier on June 4, 2010. Many Sponsors choose to hire one or two student-workers to fill the CRWSP position during the summer break and/or during school holidays. (Please refer to Sponsor Information section under "Winter, Spring and Summer Breaks" on page 7 to learn about hiring student-workers when the CRWSP is not in session.)

DAILY WORK SCHEDULE

On the day a student-worker is assigned to work, she/he is expected to work a full day of approximately 7½ hours. Depending on their bus schedule, student-workers will be dropped off at their stop somewhere between 8:30 a.m. and 9:00 a.m. and will be picked up at their stop between approximately 4:30 p.m. and 5:00 p.m. Each student-worker will be notified of her/his bus schedule when she/he receives her/his job assignment. At the beginning of the year Sponsors will be given an information sheet indicating the student-workers' bus schedule and stop location. Please allow the student-workers about 5 to 10 minutes to get to and from their bus stop in the morning and afternoon. Student-workers will take lunch and breaks according to the Sponsor's schedule. (Please see the "Lunch and Breaks" section on page 7 for more information.)

Student-workers are responsible for watching their own time. They are responsible for getting to the Sponsor's office from the bus in a reasonable amount of time in the morning *and* for notifying supervisors when they must leave in the afternoon. However, we do ask Sponsors to monitor the student-workers to be certain an individual does not get in the habit of arriving late or leaving early.

CRWSP HOLIDAYS

The CRWSP and Cristo Rey Jesuit High School schedule fewer holidays than most schools. The CRWSP asks Sponsors to allow student-workers to take off these school holidays.

If a Sponsor needs student-workers to work on a scheduled CRWSP holiday, please notify a member of the CRWSP staff as soon as possible and they will arrange for the student-worker(s) to be there.

Cristo Rey holidays are as follows:

September	4	School Event
September	7	Labor Day
October:	12	Columbus Day
November:	26-27	Thanksgiving
December:	21-31	Christmas Break
January:	1	Christmas Break
January	18	MLK, Jr. Day
February:	5	Faculty/Staff Retreat
February	15	President's Day
March:	29-31	Spring Break
April:	1-2	Spring Break
May:	31	Memorial Day
June:	11	Graduation

Special Note for Senior Workdays:

June	3	Last Day of Work for Thursday Workday Seniors
June	4	Last Day of Work for Friday Workday Seniors
June	7	Seniors not at Work
June	10	Seniors not at Work

Official Last Day of Work for all students:

June	10	Official Last Day of Work for all students
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SPONSOR HOLIDAYS

If a Sponsor has a business holiday or special meeting day when a student-worker's services are not required, the Sponsor should contact the CRWSP with as much lead time as possible.

CRISTO REY EVENTS

The CRWSP encourages Sponsors to join us at Cristo Rey Jesuit High School related events such as Sponsor Luncheons, the golf outing and ViVa! . The Cristo Rey web site includes a schedule of all sports and extra-curricular activities and we invite you to join us if possible. Additionally, Cristo Rey Jesuit High School celebrates religious holidays, school events, and social gatherings on a regular basis. Sponsors are members of the CRWSP community and are always welcome to join us.

CRWSP POLICIES

JOB ASSIGNMENTS

The CRWSP determines all Sponsor assignments for student-workers. If necessary, the CRWSP will make changes in student-worker assignments. Changes will only be made after consultation with the Sponsor. A sample Sponsor/job assignment form can be found on page 15 of this handbook.

Student-workers are expected to conduct themselves in a mature manner consistent with the expectations of the work place. If a Sponsor is displeased in any way with a student-worker's performance, the Sponsor is encouraged to address the situation as soon as possible with the CRWSP Director or a Program Coordinator. Student-workers will be removed from a position at any time at the Sponsor's request and every effort will be made to replace the student-worker within 10 working days of removal. If the CRWSP is unable to replace a student-worker, the Sponsor's fee can be reduced pro rata at the Sponsor's request.

TIME CARDS

As a way to ensure that all student-workers are accountable for the time worked, we ask Sponsors to complete a simple time card for each student-worker. The student-workers are responsible for checking in with their supervisors the moment they arrive each morning. They will ask the supervisors to sign the arrival time on their card. The student-workers are instructed to do the same before leaving for lunch, when returning from lunch and before leaving at the end of the day. There is a sample time card on page 11 of this handbook.

SUMMER TRAINING INSTITUTE

In order to prepare student-workers for their jobs, the CRWSP conducts an intensive 3-week training course called the Summer Training Institute (STI) during the summer before each CRWSP year begins. The STI is designed to introduce student-workers to work place conduct, office tasks, telephone etiquette and numerous other skills. Student-workers participate in team building exercises and learn computer skills such as the MS Office Suite. All new student-workers to the CRWSP complete the STI before the CRWSP begins. Additionally, the CRWSP conducts 2 days of training for returning student-workers to polish skills and re-fresh expectations before work begins.

The CRWSP is open to suggestions on ways to improve training and all Sponsors are invited to participate in the STI. Please speak with the Director or a Program Coordinator if you are interested.

ABSENCE POLICY

Each student-worker is expected to attend work each and every day they are assigned. The CRWSP has strict rules and penalties for student-workers missing work for any reason other than illness or family emergency. Student-workers are expected to make up any missed days in a semester prior to the end of the same semester.

If a student-worker will miss work, the student-worker is required to:

- 1) Call school and notify the Director or a Program Coordinator at the school that she/he will be absent,
- 2) Call her/his workplace and notify the supervisor that she/he will not be coming to work, and
- 3) Schedule a date with her/his supervisor to make up the day of work missed when they return to work.

Student-workers are instructed to call their Sponsors no later than 8:00 a.m. of the day missed. Student-workers are also instructed that make up days will be scheduled at the convenience of their supervisor. The student-workers are responsible for bringing an absence make-up form to their supervisors, filling it out with the supervisors and returning it to a member of the CRWSP staff.

The CRWSP will notify a Sponsor if one of its student-workers is not on the morning bus to go to work on a particular day. If a student-worker is absent and a Sponsor does not hear from either the student-worker or the CRWSP, please notify the CRWSP immediately.

ABSENCE MAKE UPS

Sponsors pay a fee in return for work, so an absence from work must be made up to fulfill the CRWSP commitment to the Sponsors. If a student-worker misses work, he/she is responsible to schedule a date to make up the missed day. Student-workers are encouraged to use school holidays to make up lost days. An absence make up form can be found on page 13 of this handbook.

ILLNESS AT WORK

If a student-worker becomes ill at work, the Sponsor is asked to call any member of the CRWSP staff and they will arrange for transportation of the student-worker back to school. The CRWSP will call the student-worker's parents and keep the student-worker at school until she/he can be picked up from school. Please do not release a student-worker on her/his own recognizance. When a student becomes ill at work, the CRWSP Absence Policy will apply; student-workers will be required to make up half/full days depending on the time they leave work.

TARDIES

If a student-worker is excessively tardy to work, the Sponsor is asked to notify the CRWSP and the subject will be addressed with the student worker by a Program Coordinator.

SCHOOL ACTIVITIES & SPORTS

School activities and sporting events should not interrupt a student-worker's work schedule. In the event that any school activities or sporting event conflict with a student-worker's work schedule, the student-worker's first responsibility is to her/his job. A student-worker may not miss any work in order to participate in extracurricular activities. Sponsors should only be aware of this to the extent that student-workers are never given approval to miss work for any school activities unless a request is made directly by CRWSP administrators.

PERFORMANCE REVIEWS

Student-workers should be treated like adult workers and regular evaluations are essential to measure the student-worker's performance. In order to evaluate student-workers, we ask Sponsors to conduct three performance reviews per work year. Sponsors can complete the performance review on-line via Survey Monkey. An e-mail with instructions will be sent to each Corporate Sponsor. The form evaluates student-workers in a number of areas including attitude, willingness to work and take direction, self-motivation, willingness to ask questions, quality of work, respect for co-workers and property. Sponsor suggestions for improving the form are most welcome!

The form is the same for all reviews, and they will be emailed to each Sponsor a few weeks prior to their due date.

Performance Reviews will be sent in October, January and May.

The first review is designed to assist the student-workers in gauging their performance, identifying areas in which they are strong and weak, and allowing them to improve their performance before their second review. The second review corresponds with the middle of the CRWSP year and is meant to evaluate the student-worker's progress from the October review. This final review measures the student-worker's overall performance during the CRWSP year.

Student-workers and parents are allowed to view their evaluations and are encouraged to do so. Administrators of the CRWSP will meet with student-workers on an individual basis as needed to discuss problems and concerns, and to encourage student-workers to improve. A copy of the performance review is located on page 12 of this handbook.

We also encourage the student's direct supervisor to go over the evaluation with their student employees.

LUNCH TIME AND BREAKS

Student-workers are allowed to take lunchtime and breaks according to the Sponsor's preference and schedule. The CRWSP expects that most student-workers will take a lunch break at some point between 11 a.m. and 2 p.m. Students may not make arrangements to intentionally miss lunch and leave work early. Sponsors are encouraged to instruct the student-workers about the schedule. If a student-worker abuses the schedule to the dissatisfaction of the Sponsor, the Sponsor is requested to notify the CRWSP as soon as possible.

DRESS CODE

Although student-workers perform their work for various Sponsor businesses, they technically remain workers of the school's CRWSP. Student-workers are expected to follow the exact same dress code for work as they do for school, unless the workplace enforces a stricter policy. In such a case, the CRWSP will ensure proper compliance with the Sponsor's dress requirements.

If a job requires special clothing such as gym shoes or casual pants due to the nature of the work, the CRWSP requests the Sponsor to contact a member of the CRWSP to make proper arrangements.

Sponsors are not required to enforce the dress code. However, Sponsors are asked to notify the CRWSP if a student-worker arrives for work in clothes, jewelry or with a physical appearance that the Sponsor deems unprofessional or inappropriate for the work place.

The dress code for student-workers participating in the CRWSP is professional, modest, conservative, safe and adult. Male students are expected to wear a button-down shirt, tie, dress pants and dress shoes. Girls must wear a business skirt or pants, a professional blouse and dress shoes. (The full, detailed Cristo Rey dress code is provided at the end of this handbook on page 16 & 17.)

HOLIDAY WORK

There are two hiring options for Sponsors who wish to employ student-workers over school breaks: 1) the student-workers can become direct workers of the Sponsor and the Sponsor sets the pay rate. 2) Student-workers can be hired through the CRWSP program for a per diem rate of \$75. The student-workers remain workers of the CRWSP over the breaks and the Program continues to handle all payroll matters. Please do not hesitate to contact anyone in the CRWSP office with questions about these hiring options for our student-workers.

Under certain circumstances students are prohibited from working for extra pay during holiday periods. If a student falls below a 2.0 G.P.A., Cristo Rey deems the student ineligible and places her/him in an Academic Assistance Program. If ineligible, the student is prohibited from working for extra pay during the holiday periods. Once a student becomes academically eligible, she/he can work during holidays. CRWSP Coordinators will notify Sponsors of student eligibility.

Finally, the CRWSP requests that Sponsors allow student-workers to make up absences from work during school holidays and also requests that these student-workers not receive any pay outside of the program for make up work. (A copy of the holiday work form is located at the end of this handbook on page 14.)

INCIDENTS ON THE JOB

The CRWSP has a vested interest in both the continued satisfaction of its Sponsors and the continued success of its student-workers in their work experience. The Program will act as mediator in difficult situations between the Sponsor and the student-worker.

Sponsors should be aware that any student-worker behavioral problems occurring at work would be dealt with on an individual basis. The CRWSP expects student-workers to comport themselves in a mature, professional manner. Since a student-worker's actions and demeanor reflect on both him/her and the CRWSP and Cristo Rey Jesuit High School, incidents of misbehavior by student-workers in the work place are treated very seriously. The CRWSP may choose to remove a student-worker from the workplace and will coordinate with the Sponsor to send a replacement.

Sponsors are requested to notify the program as soon as possible of any incident of misconduct involving a student-worker. If parents call a Sponsor with questions or concerns, please refer them to a CRWSP administrator.

Student-workers are held to high standards of honesty and integrity by the program. The program has instructed them that use of a Sponsor's telephone, internet, office equipment, offices services or office materials without a supervisor's approval is considered tantamount to stealing and will not be tolerated.

The CRWSP requests and expects that all Sponsors treat its student-workers with respect. For the safety of its student-workers, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student-workers based on gender, race, culture or religious beliefs and reserves the right to remove student-workers if necessary. If a student-worker reports any incident, the CRWSP will contact the Sponsor to evaluate and discuss the situation. Whenever possible, the CRWSP will cooperate with the Sponsor's Human Resources area to resolve the situation according to the organization's guidelines.

ITEMS PROHIBITED AT THE WORKPLACE

Student-worker use of personal cell phones, video games, ipods, CD players, radios, headphones, video games, backpacks or sunglasses is prohibited at the work site. We ask the Sponsor to help to enforce this policy. Please inform the CRWSP if you observe a student employee using or wearing any of the aforementioned items.

DRUG TESTING

Some Sponsors of the CRWSP require drug testing of workers. The CRWSP will randomly drug test its student-workers. If your organization would like to perform its own testing, please notify the CRWSP and we will assist you in getting the proper permission from parents/guardians.

WORK PERMITS

Child Labor laws require that organizations employing students under the age of 16 obtain a work permit from the student's school. Cristo Rey issues these permits and will supply Sponsors with copies for those student-workers for whom it is required. All Cristo Rey student-workers are 14 years of age or older.

WORKER'S COMPENSATION & LIABILITY INSURANCE

Because student-workers are workers of the CRWSP, the program carries Workers' Compensation coverage for them. As stated in the Sponsor Agreement, the CRWSP also holds liability coverage for itself and the student-workers. A copy of the Outline of Coverage for liability insurance is available at the request of the Sponsor.

BACKGROUND CHECKS

If needed, the CRWSP will conduct background checks on student-workers. Please contact a member of the CRWSP staff to conduct this action.

OFFICE PARTIES

Some Sponsors request student-workers to participate in office parties or celebrations. The CRWSP will work with individual Sponsors to determine student-worker availability, but student-workers are not permitted to miss class to attend office parties. Additionally, the CRWSP requests that student-workers do not participate in any office gatherings that include alcoholic beverages. If arrangements need to be made to pick a student up from work for this reason, please call your Program Coordinator.

EMERGENCY INFORMATION

In the event of an emergency at the workplace or the surrounding area, the CRWSP has arranged emergency evacuation plans for all student-workers. The Sponsor assignment sheet includes the emergency information for your particular location.

TRANSPORTATION

The CRWSP provides transportation to and from the work place for all student-workers. **Parents may not drop-off or pick up a student at work.** The student-worker has the responsibility to be on time for the morning and afternoon bus. Sponsors are asked to be sensitive to the needs of student-workers to leave work in the afternoon so that they can make the afternoon bus.

CONTRACTS AND BILLING INFORMATION

The CRWSP requires contracts for all Sponsors for each year of participation. Modifications or changes to the contract can be made at the Sponsor's request.

The CRWSP offers several billing plans for Sponsors. Please review the contract for details about payment plans and wire transfers. The Sponsor should contact the CRWSP staff if there are any changes to the billing information.

SPONSOR INFORMATION

STUDENT-WORKER ORIENTATIONS

To ensure that each member of the job team receives the same introduction and initial training, we encourage all Sponsors to schedule a common training session. The date of the Team Orientation is generally the Friday before the students' first day of work. This year, Friday, August 28, 2009 is available for the Sponsors to bring all members of the student-worker team(s) together at their location at the same time for training. These orientation sessions are not mandatory for the Sponsors, but prior experience indicates that these sessions are an excellent opportunity to train the entire team and review specific job expectations. A member of the CRWSP staff will contact the Sponsor to schedule the orientation.

SITE VISITS

The CRWSP staff attempts to visit every Sponsor site at least twice a year. These visits are meant to familiarize the CRWSP staff with specific jobs and strengthen the relationship between the CRWSP and the Sponsor. Site visits are also used as a tool to evaluate student-worker performance. The CRWSP staff is responsible for contacting the Sponsor and arranging the visits for a time most convenient to the Sponsor.

SPONSOR LUNCHEONS / CAMPUS TOURS

The CRWSP encourages Sponsors to visit Cristo Rey to better understand the program, student-workers, and our community. Sponsor lunches are arranged several times during the year as a time when a small group of Sponsors tour the school and join the CRWSP staff and school administration for lunch. A CRWSP staff member will contact you during the year to schedule these lunches, but Sponsors are welcome to visit at any time. Please contact a CRWSP coordinator to arrange a visit.

STUDENT-WORKER SKILLS AND TASKS

Cristo Rey student-workers are equipped to excel in the work place, typically performing the following tasks: filing, data entry, faxing, copying, scanning, inter-office mail sorting and delivery, reception duties, supply room stocking, general office “go for” tasks and English/Spanish translation. Some Sponsors have provided specific software or computer training to meet a particular job description.

WORKING WITH STUDENT-WORKERS

There are several basic strategies Sponsors can implement that will enhance the student-workers’ ability to contribute to your organization. These recommendations come from current and former CRWSP Sponsors and the CRWSP staff. They are meant to serve as guidelines as your organization begins working with student-workers. Sponsors with successful strategies are asked to share their ideas with a member of the CRWSP staff.

- **Structure:** Student-workers typically perform well when they are given a schedule and asked to follow it every day at work.
Example: Give student-workers a “task list” or “to-do list” at the beginning of the year that outlines responsibilities when they arrive each morning. Keep the list posted as a student-worker reference tool.
- **Verbal Engagement:** Some student-workers, particularly freshmen, are 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. Culturally, student-workers are often used to avoiding eye contact and questions as a sign of respect to authority figures.
Example: Give student-workers verbal instructions, and then ask them to repeat the directions.
- **Ownership:** Student-workers typically succeed when they have a sense of ownership in the workplace.
Example: If possible, provide a desk, computer, phone, mailbox, 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 they are only at work 1 day a week.
Example: Review the student-workers’ day with them and offer advice on areas of strength and areas for improvement.
- **Tests:** Student-workers can be held responsible for information pertaining to job responsibilities and he/she can be evaluated based on this information.
Example: Quiz student-workers (written or oral) about job responsibilities such as proper procedures (how to answer the phone, how to file), time-sensitive requirements (FedEx pick up times), or geography (location of different departments).
- **Variation and Challenge:** Student-workers appreciate variety in their responsibilities and have a desire to work on challenging projects.
Example: Set aside the Monday work day as a time for “project work” when student-workers work on tasks different from their regular workday. Also, ask outstanding student-workers if there are other office 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.
Example: Hold student workers accountable for all of their time in a given day. Make the students take note of what they accomplish during each hour of their day at work. Then make them present what they accomplish to you. This way, there is no opportunity for wasted or ineffective usage of time. This also allows students to retain the information they hear from week to week.

Thank you for your participation!

TIME CARD

Name of Student: _____ Workday: MON TUE WED THU FRI

Sponsor: _____ Supervisor: _____

Telephone: _____

Date	Start Time	Lunch Out	Lunch In	End Time

Supervisor Signature

Student Signature

ATTENTION SUPERVISORS ♦ IMPORTANT DATES

December

- Monday, December 1st: Friday work day
- Monday, December 8th: Tuesday work day
- Monday, December 15th: Wednesday work day
- Friday, December 18th: Last day of work before Christmas Break
- Monday, December 22nd – Friday, January 2nd
CHRISTMAS BREAK. There will be **NO** work on these days.
 ♦♦♦Students are available for hire during the break at a per diem rate of \$75♦♦♦
 More details to follow from your Program Coordinator
- Monday, January 7th: Tuesday work day

WORK STUDY PROGRAM TEAM

Angel Moret: 773.890.6860 / 773.447.3580 (cell) / amoret@crstorey.net
 Patrick O'Brien: 773.890.6805 / 773.447.4433(cell) / pobrien@crstorey.net
 José Rodríguez: 773.890.6875 / 773.447.0628 (cell) / jrodriguez@crstorey.net

SPONSOR COMMENTS

Please use this space to share any comments or concerns about the students or the work study program:

CRI STO REY JESUIT HIGH SCHOOL
Corporate Internship Program / 2008-2009
Performance Review

Student Name: _____ Unique ID #: _____ Grade: _____

Company: _____ Industry: _____ Date: _____

Supervisor/Department: _____ Phone Number: _____

Please place a check mark by the phrase that best describes the student's work characteristics
 After completing the 15 point check list, please place a check mark in the box that most accurately
 assesses the student's overall work performance.

- | | | |
|--|--|--|
| <p>1) Computer Proficiency</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Adequate</p> <p><input type="checkbox"/> Needs Improvement</p> <p><input type="checkbox"/> Unacceptable</p> <p><input type="checkbox"/> N/A (no computer usage)</p> | <p>2) Typing Proficiency</p> <p><input type="checkbox"/> Proficient</p> <p><input type="checkbox"/> Adequate</p> <p><input type="checkbox"/> Needs Improvement</p> <p><input type="checkbox"/> Unacceptable</p> <p><input type="checkbox"/> N/A (no computer usage)</p> | <p>3) Accuracy of Work</p> <p><input type="checkbox"/> Precise</p> <p><input type="checkbox"/> Makes few errors</p> <p><input type="checkbox"/> Work frequently re-checked</p> <p><input type="checkbox"/> Unacceptable</p> |
| <p>4) Internet Usage</p> <p><input type="checkbox"/> Only uses internet for work</p> <p><input type="checkbox"/> Sometimes views non-work sites</p> <p><input type="checkbox"/> Frequently views non-work sites</p> <p><input type="checkbox"/> Unacceptable</p> <p><input type="checkbox"/> N/A (no internet access)</p> | <p>5) Work Speed</p> <p><input type="checkbox"/> Fast</p> <p><input type="checkbox"/> Adequate</p> <p><input type="checkbox"/> Slow</p> <p><input type="checkbox"/> Unacceptable</p> | <p>6) Job Learning/Application</p> <p><input type="checkbox"/> Exceptional ability</p> <p><input type="checkbox"/> Learns with ease</p> <p><input type="checkbox"/> Additional training needed</p> <p><input type="checkbox"/> Unacceptable</p> |
| <p>7) Professional Appearance</p> <p><input type="checkbox"/> Well-groomed</p> <p><input type="checkbox"/> Acceptable grooming</p> <p><input type="checkbox"/> Occasionally unacceptable</p> <p><input type="checkbox"/> Unacceptable</p> | <p>8) Punctuality: Arrival to Work</p> <p><input type="checkbox"/> Always on time</p> <p><input type="checkbox"/> Seldom late</p> <p><input type="checkbox"/> Frequently late</p> <p><input type="checkbox"/> Unacceptable</p> | <p>9) Punctuality: Lunch/breaks</p> <p><input type="checkbox"/> Always returns on time</p> <p><input type="checkbox"/> Seldom late</p> <p><input type="checkbox"/> Frequently late</p> <p><input type="checkbox"/> Unacceptable</p> |
| <p>10) Punctuality: End of Day</p> <p><input type="checkbox"/> Always leaves on time</p> <p><input type="checkbox"/> Seldom leaves early</p> <p><input type="checkbox"/> Frequently leaves early</p> <p><input type="checkbox"/> Unacceptable</p> | <p>11) Reliability</p> <p><input type="checkbox"/> Always dependable</p> <p><input type="checkbox"/> Usually dependable</p> <p><input type="checkbox"/> Questionable reliability</p> <p><input type="checkbox"/> Unacceptable</p> | <p>12) Time Management</p> <p><input type="checkbox"/> Manages tasks efficiently</p> <p><input type="checkbox"/> Usually stays on task</p> <p><input type="checkbox"/> Struggles to stay on task</p> <p><input type="checkbox"/> Unacceptable</p> |
| <p>11) Respect for Authority</p> <p><input type="checkbox"/> Respectful, helpful</p> <p><input type="checkbox"/> Cooperates</p> <p><input type="checkbox"/> Somewhat unyielding</p> <p><input type="checkbox"/> Unacceptable</p> | <p>12) Interaction with Co-workers</p> <p><input type="checkbox"/> Outstanding interaction</p> <p><input type="checkbox"/> Occasionally interacts</p> <p><input type="checkbox"/> Lacks interaction</p> <p><input type="checkbox"/> Unacceptable</p> | <p>15) Initiative</p> <p><input type="checkbox"/> Looks for opportunities</p> <p><input type="checkbox"/> Needs little direction</p> <p><input type="checkbox"/> Exhibits disinterest</p> <p><input type="checkbox"/> Unacceptable</p> |
| <p>16) Enthusiasm/Motivation</p> <p><input type="checkbox"/> Interested and motivated</p> <p><input type="checkbox"/> Varied interest and motivation</p> <p><input type="checkbox"/> Exhibits lack of interest/motivation</p> <p><input type="checkbox"/> Unacceptable</p> | <p>17) Value of Job Performed</p> <p><input type="checkbox"/> Provides exceptional value</p> <p><input type="checkbox"/> Provides sufficient value</p> <p><input type="checkbox"/> Questionable value</p> <p><input type="checkbox"/> Unacceptable</p> | |

Please give at least one area of growth:

Please give at least one area of strength:

Overall Evaluation

[] Outstanding: The individual's initiative, accuracy and enthusiasm exceeds job standards. The quality of the individual's work is excellent in all aspects.

[] Good: The individual consistently meets job standards. The individual provides accurate, efficient work and is reliable and responsible.

[] Borderline: The individual's performance is questionable and below expected standards. There are concerns about the individual's initiative, accuracy and/or motivation.

[] Unsatisfactory: The individual's performance does not meet job standards. Individual's performance needs to improve quickly and dramatically.

Would you like the student worker to return next year?

- Yes
- No

ABSENCE MAKE-UP FORM

PART 1

Student Name: _____ Workday: _____

Date(s) Absent: _____

Sponsor: _____

Supervisor: _____ Telephone: _____

Make-up Date(s): _____

The student and I have discussed his/her absence(s) and have mutually agreed that he/she will make up the time lost on the above mentioned dates.

Signature of Supervisor

Signature of Student

Date

After part 1 has been completed, the student must bring this form to the CIP office. A copy of this form will be made and kept on file until Part 2 is completed.

After the student carries out this agreement, he/she will take the original form to the supervisor for completion of part 2. Once Part 2 has been completed, the student is responsible for turning in the original form to the CIP office in order to receive credit for the make-up day.

PART 2

I, the undersigned, hereby attest that the above agreement was carried out as stated. The student is cleared of the absence stated above.

Signature of Supervisor

Date

ABSENCE MAKE-UP DATES

Holiday	Date	Workday	Classes	CIP
Make Up Day	6/9/2008	Monday	NO	NO
Make Up Day	6/10/2008	Tuesday	NO	NO
Make Up Day	6/11/2008	Wednesday	NO	NO
Make Up Day	6/12/2008	Thursday	NO	NO
Make Up Day	6/13/2008	Friday	NO	NO

SPONSOR AGREEMENT ADDENDUM B – Christmas Break 2008

This Addendum serves as a written modification to the Sponsor agreement dated _____

between _____ (Sponsor) and the Corporate Work Study Program, Inc. (CWSP) for Cristo Rey Jesuit High School and Christ the King Jesuit College Prep as provided in paragraph 11 therein.

Pursuant to the terms of the agreement, Sponsor agrees to provide work for _____

Student
Name

a CWSP employee, for the days indicated below. The Sponsor agrees to pay the per diem flat rate of \$75.00. CWSP will handle payroll issues (I-9 forms, W-4 forms, Worker’s Compensation, FICA, FUTA, Employer Taxes, etc. and pay the student/worker a per diem flat rate of \$65.00).

The Sponsor agrees to hire the Student for the days indicated by an X.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Mon Dec 22	Tue Dec 23	Wed Dec 24	Thu. Dec 25	Fri. Dec 26	
	Mon Dec 29	Tue Dec 30	Wed Dec 31	Thu Jan 1	Fri Jan 2	

Total # of days worked _____ X \$75.00 = _____ TOTAL DUE
--

The Total Holiday Fee calculated below is due in full to the Corporate Work Study Program by December 15, 2008 to confirm the worker. Any absences during the holiday period will be refunded to Sponsor at the same \$75.00 per diem rate by January 16, 2008.

In witness whereof, the parties agree to this modification as of the date indicated below.

CRISTO REY WORK/STUDY PROGRAM, INC.,
(DBA CHRIST THE KING WORK STUDY PROGRAM)
 an Illinois not-for-profit corporation

 Jose Rodriguez, Director or Darryl Hobson, Director
 1852 W. 22nd Place
 Chicago, IL 60608
 (773) 890-6800

 Dated

<p>SPONSOR</p> <p>_____ Company Name</p> <p>_____ Signee</p> <p>_____ Title</p> <p>_____ Date</p>
--

CRISTO REY

Work Study Program

Job Assignment Sheet

Sponsor Information

Job Name: Johnson Company
Supervisor: Laura Thompson
Title:
Phone: 555-5555
E-Mail: laura@johnson.com

CIP Contact: Jose Rodriguez

Fax: 555-5555

Address: 1 Main Street
Address 2: Suite 2000
City: Chicago

State: IL

Zip code: 60604

Transportation Information

Vehicle: A

Stop: 2

Job Directions from Bus Stop: Walk 1 block south on Wabash to Jackson. Cross Jackson Street and enter the building with a Starbucks restaurant. Go up to the 20th floor; Suite 2075

Emergency Information

Emergency Site: Dearborn Station: 47 W. Polk St. (Dearborn & Polk)

Emergency Directions: Walk south 1 block to Van Buren. Turn right and walk 2 blocks west on Van Buren to Dearborn. Turn left and walk south approximately 3 blocks to Polk (800 south).

Job Team Information

Work Day	Student Name	Year
Tuesday	Romero Ospina	10
Wednesday	Angelica Gomez	11
Thursday	Cristina Moreno	9
Friday	Libeth Fernandez	9

Corporate Internship Program Contact Information

Angela Moret: 773.890.6860 / 773.447.3580 (cell) / amoret@crstorey.net
Patrick O'Brien: 773.890.6805 / 773.447.4433(cell) / pobrien@crstorey.net
José Rodríguez: 773.890.6875 / 773.447.0628 (cell) / jrodriguez@crstorey.net

Cristo Rey Work Study Program – Dress Code

Proper Attire for Men

Shirt

Shirt must be long-sleeved with collar and buttons, of cotton or poplin material. Shirt should be buttoned all the way up and down, and at all times. No lettering or logos of any kind. Must be neatly tucked into pants at all times. Belt must be viewable. Plain white undershirts must be worn.

Trousers

Trousers must have a crease and hem in the leg. Dress style, pleated pants preferred, although, chinos or khaki styles allowed. Dickies and other work pants are not allowed. Pants should be worn to waistline.

Tie

Tie must be tied all the way up and worn appropriately at all times.

Belt & Socks

Belt and socks are to be worn at all times. Belt must be solid black or brown color. No rivets.

Shoes

Should be leather or leather-like, and hold a shine. Loafer tie-up styles preferred. Shoes must be of solid black or brown color. No construction or work boots allowed.

Sweater/Business Jacket

Collar of shirt and knot of tie must show above a v-neck sweater or similarly cut sweater neck. Shirt and tie are required under any sweater or business jacket. No sports logos on sweaters. No sweatshirts of any kind, including hoodies. No turtlenecks.

Jewelry

No excessive jewelry. No earrings or other body or facial piercing allowed. No necklaces visible on the outside of clothing. No visible tattoos are permitted.

Make-up

Make-up is not allowed. No nail polish of any kind.

Hair Color/Style

Conservative hairstyles and a neat appearance is expected. Natural colors only. No “corn rows” allowed. Must be all one length (no fades). Hair shall not be excessive in length. Students whose hair covers the collar or eyes will be asked to cut their hair. Length should not be lower than #2 clipper attachment. Absolutely no shaved or bald heads.

Facial Hair

No beards, goatees or long sideburns allowed. Students will be asked to shave on site if necessary.

For All Students

Hygiene

Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Overcoat

Coat should be appropriate according to weather. No sports logos. Coat should not be worn inside. No jean jackets allowed.

Sunglasses

Sunglasses may not be worn inside, at work or at school.

Cristo Rey Work Study Program – Dress Code

Proper Attire for Women

Blouse or Top

Blouse must be modest and professional with buttons, sleeves, and a collar, of cotton, poplin, or similar material. No lettering or logos of any kind. Shirt must be below waist length.

Slacks/Skirt

Slacks or skirt should be relatively loose-fitting. Pants must have a crease and a bottom hem. Pleated styles preferred. Skirt should be knee length or longer. No side slits on skirt.

Hosiery/Socks

Socks or hose must be worn with slacks and skirts at all times.

Shoes

Should be leather or leather-like, and hold a shine. Shoes must be of solid black or brown color. Shoes must be closed all around. No sandals, gym shoes, construction or work boots, clogs, or platform shoes. No boots of any kind will be accepted with skirts. Heels should be of moderate height.

Sweater/Business Jacket

Must be professional cut and style. V-shaped, cotton material preferred. No sports logos on sweaters. No sweatshirts of any kind, including hoodies.

Jewelry

No excessive jewelry. Earrings are permitted, but no other body or facial piercing allowed. No visible tattoos are permitted.

Make-up

Less is better. Conservative colors and styles. No black lipstick. Perfume, if used at all, should be worn in conservative quantities. Fingernails should be of a moderate length and color. No black nail polish and no extreme colors or nail treatments.

Hair Color/Style

Conservative hairstyles and a neat appearance is expected. Natural colors only. No “corn rows” allowed. Hair should be worn off the face and with safety in mind while working with office machinery.

For All Students

Hygiene

Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Overcoat

Coat should be appropriate according to weather. No sports logos. Coat should not be worn inside. No jean jackets allowed.

Sunglasses

Sunglasses may not be worn inside, at work or at school.

2008—2009
SPONSORS OF THE THE CRISTO REY WORK STUDY PROGRAM

Name of Organization	# of Students	Active Since	Name of Organization	# of Students	Active Since
Alivio Medical Center	4	2000	Levenfeld Pearlstein, LLC	4	2008
American Bar Association	4	2008	Locke Lord Bissell & Liddell LLP	4	2000
American Dental Association	4	2004	Loyola Press	4	1996
Apex Insurance Managers, LLC	4	2004	Loyola University Health System	36	2001
Arthur J. Gallagher & Co.	4	2004	Madden, Jiganti, Moore & Sinars LLP	4	1999
Barbara J. Pope, P.C.	4	2002	Madison Dearborn Partners LLC	8	1999
Barnes & Thornburg LLP	4	2006	Marsh USA Inc.	10	2001
BlueCross BlueShield of Illinois	12	2005	Mayer, Brown, Rowe & Maw LLP	12	1998
Brinks Hofer Gilson & Lione	4	2002	McCracken & Frank LLP	4	2007
Cabrera Capital Markets	4	2007	McDermott, Will & Emery LLP	8	1999
Chicago Partners / Navigant	4	2007	McKinsey & Company, Inc.	4	1998
Chicago Underwriting Group, Inc.	8	2005	Mercer Human Resource Consulting	4	2006
Citadel Investment Group, L.L.C.	8	2001	Mercy Hospital and Medical Center	4	2002
Clifford Law Offices, P.C.	4	1997	Mesirow Financial	4	2002
CME Group	8	1997	Morningstar, Inc.	4	2006
CNA	4	2001	MWH Americas, Inc.	4	2006
Collins Engineers, Inc	4	2008	National Museum of Mexican Art	4	1996
Corboy & Demetrio, P.C.	4	2005	Neal Gerber Eisenberg LLP	4	2006
Corcoran Expositions, Inc.	4	2004	Northern Trust Company	4	1997
Cremer Kopon Shaughnessy & Spina, LLC	2	2001	Northwestern Memorial Hospital	12	2005
Daniel Murphy Scholarship Foundation	4	2003	Northwestern University Women's Center	1	2000
Dearborn Capital Management, LLC	4	2008	Office of Illinois Attorney General Lisa Madigan	2	2000
Deloitte & Touche	4	2002	O'Keefe Lyons & Hynes, LLC	4	1996
DLA Piper Rudnick Gray Cary	4	2000	One Equity Partners	4	2000
Drinker Biddle & Reath LLP	8	2001	Park National Bank	4	2006
Equity Lifestyle Properties, Inc.	4	2000	Poder Learning Center / St. Procopius Elementary	4	1999
First Industrial Realty Trust, Inc.	4	2007	Recycled Paper Greetings, Inc.	4	2004
Foley & Lardner LLP	8	2000	Robert W. Baird & Co. Incorporated	4	1999
Freeborn & Peters, LLC	4	2008	RR Donnelley	4	1999
Gary Lee Partners	4	2004	RREEF	4	1999
Gofen & Glossberg, L.L.C.	2	2002	Schiff Hardin LLP	4	1999
Goldberg Kohn	4	2002	Seyfarth Shaw LLP	4	2003
Golden Country Oriental Foods, LLC	1	2005	Sidley Austin LLP	8	1997
Grant Thornton LLP	8	2003	Smurfit-Stone Container Corporation	4	2004
GTCR Golder Rauner, LLC	4	2003	TCF National Bank	4	1999
Hinsdale Bank & Trust Company	4	2004	The Catholic Church Extension Society	4	1997
hinton + grusich	2	2001	The Chicago Children's Museum	4	2008
HSBC (@ American Cancer Society + other NFP jobs)	8	2005	The Chicago Community Trust	4	2008
Huron Consulting Group	4	2006	The Churchill Centre	1	2008
Illinois Coalition for Immigrant & Refugee Rights	4	2008	The John Buck Company	4	1997
Illinois Masonic Hospital	4	2008	The Private Bank	4	2008
Insurance Auto Auctions	8	2005	The University of Chicago Hospitals	8	2004
Jenner & Block, LLP	4	1999	TLC Management Company	2	2005
Jones Lang LaSalle	4	2007	USG	4	2004
JPMorgan Chase	8	1997	US Soccer Federation	4	2005
Katten Muchin Rosenman	32	1996	Wiedner & McAuliffe, Ltd.	4	2005
Kirkland & Ellis, LLP	8	2004	Wildman, Harrold, Allen & Dixon LLP	12	1998
KPMG LLP	4	2005	William Blair & Co.	4	2006
Leo Burnett Advertising, USA	4	1997	Winston & Strawn LLP	4	1999