



**ARRUPE
JESUIT
HIGH SCHOOL**

Memorandum of Understanding: Vacation

Work

To: Arrupe Corporate Partner
From: Corporate Work-Study Program Office
Date: November 7, 2017
Re: Christmas Break 2017 Work (December 22-January 5)

Thank you for employing your Arrupe student worker(s) during the Christmas vacation. You have elected to keep the student(s) on the Arrupe Corporate Work-Study payroll and to be invoiced by the Arrupe Corporate Work-Study Office. Please review the following information regarding employing Arrupe Jesuit students during the Christmas break.

- Arrupe Corporate Work-Study will handle payroll issues and will invoice corporate partners at the end of the two week Christmas break for the number of days worked at a per diem rate of \$95/day. ACWSP will pay the student a per diem flat rate of \$85/day.
- The Vacation Employment Agreement indicates the company's desire to hire the student during the Christmas break; the agreement also indicates the student's willingness and commitment to work. The schedule outlined on the Agreement can be modified at any time during the employment period. Changes are made between the student and supervisor. The CWSP office does not need to confirm or approve changes to the schedule.
- Students must return a completed, signed copy of the *Agreement* to the CWSP office no later than **December 1st**. **Any late forms will not be processed or accepted.**
- Students are required to have a C- or above in all classes in order to be eligible for work. CWSP will notify companies on Dec. 4th regarding academic eligibility. In some instances, CWSP may not be able to verify student eligibility until the week of Dec. 11th. Companies will be notified on a case-by-case basis should this situation arise.
- Students are responsible for providing their own transportation to/from work during the vacation period and should arrive in professional attire and conduct themselves appropriately.
- CWSP encourages supervisors to communicate expectations regarding dress code and work times with students at the outset of Christmas work, particularly as students will not be checking in with CWSP during the break.
- Students are responsible for communicating directly with supervisors regarding any problems such as absences or tardiness on a scheduled work day.
- **Students will turn it in when we return to school on January 8 NLT 8:00am. Paychecks will be distributed at school ONCE ALL FORMS ARE IN.** You may also email the timesheet to Ms. Rodriguez on your last day of vacation work, vrodriguez@arrupemail.org
- The Corporate Work-Study staff will be available during summer break should you have questions or concerns:
Vianney Rodriguez: CWSP Cell: 303-710-7040 or (303) 641-4621

Thank you again for your continued partnership and generosity in giving the student(s) this opportunity!