



**ARRUPE
JESUIT
HIGH SCHOOL**

Memorandum of Understanding: Vacation

Work

To: Arrupe Corporate Partner
From: Corporate Work-Study Program Office
Date: February 26, 2018
Re: Spring Break 2018 Work (March 26-30th)

Thank you for employing your Arrupe student worker(s) during the Spring break 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 Spring break.

- Arrupe Corporate Work-Study will handle payroll issues and will invoice corporate partners at the end of the one week of Spring break for the number of days worked at a per diem rate of \$95. ACWSP will pay the student a per diem flat rate of \$85.
- The Vacation Employment Agreement indicates the company's desire to hire the student during the Spring 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 March 12th.
- Students are required to have a C- or above in all classes in order to be eligible for work. CWSP will notify companies during the early week of March 19th regarding academic eligibility. In some instances, CWSP may not be able to verify student eligibility until the end of week. 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 Spring break 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 April 2, NLT 8:00am. Paychecks will be distributed at school once all forms have been received.** Students may also fax or email the timesheet to CWSP, fax 303-889-5133 or cwsp@arrupemail.org.
- The Corporate Work-Study staff will be available during spring break should you have questions or concerns:
CWSP Line 303-710-7040

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



Email: cwsp@arrupemail.org

Memorandum of Understanding: Vacation Work

To: Arrupe Jesuit Student Worker
From: Corporate Work-Study Program Office
Date: February 26, 2018
Re: Spring Break 2018 Work (March 26-30th)

Dear _____,

Congratulations on being selected to work during your spring vacation! Such an opportunity speaks highly of your contributions to your work place and your supervisor's trust in your abilities. Your ability to work during the break indicates your commitment to your academic success, as well. Please be mindful that being offered the privilege to work during your vacation demands a high level of responsibility and integrity on your part.

- You must have grades of **C-** or better in **EVERY** class to participate in vacation work. All forms are due March 12th and CWSP will verify grades on the week of March 19th to make a final eligibility determination.
- You must provide your own transportation to and from work.
- If you will be late or absent from your scheduled work day, *it is your responsibility to notify your supervisor*. You are not required to check in or out with the CWSP office, but please stay in touch with your supervisor!
- Your work day, **including start/end times**, lunches, and breaks, must meet expectations as arranged by your supervisor.
- Although you are working during a vacation period, you are expected to conduct yourself professionally and responsibly throughout the work period; *your performance during vacation can impact your overall evaluation and reputation for the CWSP program*.
- You will earn \$85 for each full day of work during the vacation work period. It is your responsibility to complete the attached timesheet with your supervisor. **You will turn it in when we return to school on April 2nd.** **Paychecks will be distributed at school once all confirmation forms are received.** You may also email the timesheet to CWSP, cwsp@arrupemail.org.
- For students who have had work absences this semester, the vacation period is the last opportunity to complete make up days. Students will not be paid for any work days that should be applied to make-up days.
- Arrupe Jesuit High School and the Corporate Work-Study office will be closed during the break. If you have an urgent concern during this time, please call **(303) 710-7040** and a CWSP staff member will assist you.

****By signing this form, you agree to abide by the rules and regulations of the Arrupe Jesuit High School Corporate Work Study Program. You agree that you understand that conditions listed above, including the submission of timesheets and distribution of paychecks.****

Student signature



VACATION EMPLOYMENT AGREEMENT

This Addendum serves as a written modification to the CWSP Partner agreement between _____^{CWSP Partner} and the Arrupe Corporate Work-Study Program, Inc. (ACWSP) as provided in paragraph 2 therein of the original contract. Pursuant to the terms of the agreement, CWSP Partner agrees to provide work for _____^{Student}, an ACWSP employee, for the days marked in the calendar below. The CWSP Partner agrees to pay the per diem flat rate of **\$95.00**. ACWSP will handle payroll issues and pay the student-worker a per diem flat rate of **\$85.00**.

Students: This form must be returned to the CWSP office by March 12th in order for you to be considered for spring break employment!

Days Requested to Work
Place an **X** on each anticipated work day

Mon	Tue	Wed	Thu	Fri
Mar 26	Mar 27	Mar 28	Mar 29	Mar 30

PROJECTED COST:

Total # of days: _____ x \$95.00 = _____

PROJECTED STUDENT PAYMENT:

Total # of days worked ____ x \$85.00= _____

In witness whereof, the parties agree to this modification

as of the date indicated below.

ARRUPE CORPORATE WORK-STUDY PROGRAM, INC.
A Colorado not-for-profit corporation

Vianney Bernhardt, Program Manager

Date

PARTNER

Representative/Supervisor (Print Name)

Phone

Signature

Date

Billing Contact/Department (please print)

Billing Address

City, State, Zip

Phone

Email

STUDENT & PARENT (ALL INFORMATION IS REQUIRED)

Student Signature

Date

Student Social Security Number

Date of Birth

Home Telephone Number

Home Address

City, State Zip

Parent Signature

Date



Email to: cwsp@arrupemail.org

Corporate Work-Study Program

**SPRING 2018 PAY SCHEDULE
CONFIRMATION FORM**

Use this form to record the days you work during spring break. Submit this form AFTER spring break, when we return to classes.

Student Name _____

Company Name _____ Supervisor _____ Phone # _____

Please mark the days worked during Spring Break with an X:

Mon	Tue	Wed	Thu	Fri
Mar 26	Mar 27	Mar 28	Mar 29	Mar 30

Total # of days worked during the Spring Pay Period _____

NOTE: Students are responsible to ensure that this form is signed and returned to the CWSP office. No student payment will be made until the signed confirmation form is received. This form must be received NO LATER than April 2nd to ensure payment for ALL students. Checks will be made available, at school, once all payment forms have been received.

*I attest that the above schedule accurately reflects the days worked during Spring Break 2018.
These are the days for which the student named above will receive payment.*

Student Signature

Supervisor Signature

Date

Date