

## CWSP Policies and Procedures

**Electronic Devices** - The student's use of cell phones and iPods in the workplace must be in compliance with your organization's policy. Therefore setting your expectations with the students is essential to start off the year. We ask that you notify us immediately of any non-compliance, and we will immediately address the issue with the student and his/her family.

**Timecards** - In terms of Timecards, students will hand-carry a timecard to their supervisor each work day. As outlined on page 5 and 28 in the handbook, we hope that the timecard will be a way to facilitate good communication between the worker, supervisor and the CWSP staff. The students' timecard prompt for week 1 asks students to describe their company's electronic device policy. We greatly appreciate it, if supervisors take a moment to write a brief comment on the daily timecard. **This feedback is posted on our student "Kudos Board" and is also used for Employee of the Month consideration.**

**Dress Code** – Students are expected to follow the exact same dress code for work as they do for school. The student is required to arrive at work and leave his/her work-site in Arrupe dress code. The only exception is a situation where the job requires special clothing (e.g. scrubs in a medical setting). If a job requires special clothing due to the nature of the work, the supervisor is asked to notify the CWSP staff requesting a change in the dress code on the job site. In this situation, the student will arrive at work in compliance with the Arrupe dress code and then change at work. The student may wear the special clothing home on the bus and does not have to change at the end of the day to comply with the Arrupe dress code. Partners are not required to enforce the Arrupe dress code. However, supervisors are asked to notify the CWSP staff if a student arrives for work in clothes, jewelry or with a physical appearance which the supervisor deems unprofessional or inappropriate for the work place. **In terms of jewelry, young men should not wear earrings of any kind at work. Young ladies may wear one pair of earrings and NO facial piercings/jewelry of any kind. Also, students should be wearing dress shoes, not tennis shoes at work. The only exception are those jobs that for specific safety reasons require students to wear footwear other than dress shoes. Please contact your CWSP staff member if you have such a requirement.**

**Lunch** - Students should be bringing their own lunch or bring money if they work in an area where going out to purchase food is an option in the allotted time that they are given for lunch. Students should not be picked up by a friend or family member at lunchtime. Please notify the CWSP office if you are aware of any unusual lunch excursions!

**Boundaries & comfort level** - While we hope that students are gaining confidence and becoming more comfortable in the work environment, it is essential that they be held to high standards. Your help in establishing and holding students to high expectations is greatly appreciated!