



# Arrupe Jesuit High School



## Corporate Work Study Program Partner Handbook 2021-2022



# **CORPORATE WORK STUDY PROGRAM PARTNER HANDBOOK**

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## Important CWSP Contact Information

Mailing Address: **Arrupe Corporate Work Study Program**  
**4343 Utica Street**  
**Denver, CO 80212**

Main Telephone: **303-455-7449**  
CWSP Central Number: **303-710-7040**  
Facsimile: **303-889-5133**

Web Site: **www.arrupejesuit.com**

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<u>Name</u>	<u>Title</u>	<u>Information</u>
<b>Chad Cookinham</b>	Director	Office: 720-726-3420 Email: ccookinham@arrupemail.org
<b>Eve Vaccaro</b>	Director of Operations	Office: 720-726-3439 Email: evaccaro@arrupemail.org
<b>Vianney Rodriguez</b>	Program Manager	Office: 720-726-3396 Email: vrodiguez@arrupemail.org
<b>Cecilia Nunez</b>	Program Associate	Email: cnunez@arrupemail.org
<b>Ty Smith</b>	Training & Education	Email: tsmith@arrupemail.org

## Student Work Team Information

<u>Work Day</u>	<u>Student Name</u>	<u>Class Year</u>
MONDAY	_____	Junior
TUESDAY	_____	Sophomore
WEDNESDAY	_____	Freshmen
THURSDAY	_____	Senior
FRIDAY	Shared Rotation *	

### TEAM COMPOSITION / TEAM WORK SCHEDULE

Mon	TUE	WED	THU	FRI (Rotation) *
Student A	Student B	Student C	Student D	Student A
Student A	Student B	Student C	Student D	Student B
Student A	Student B	Student C	Student D	Student C
Student A	Student B	Student C	Student D	Student D

## Program Overview

Welcome! The Corporate Work Study Program (CWSP) provides students with real world job experiences while allowing them to earn a large portion of the cost of their education. It is an integral part of their educational experience at Arrupe Jesuit High School. We require our students to commit themselves to high standards of responsibility and behavior.

The CWSP contracts with partner organizations to fill entry-level clerical positions at the partners' place of business. The CWSP coordinates schedules with Arrupe Jesuit High School so that each student is available one full day (approximately 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 students are available each day of the workweek. Students are then assigned to positions within partner organizations.

In return for the students' work, each partner signs a contract agreeing to pay the CWSP a fee. This fee is used to cover a percentage cost of tuition for the students and the remainder covers the costs of administration of the program. Instead of receiving a check for their net earnings, students sign an agreement with the CWSP assigning their earnings to Arrupe Jesuit High School to help offset the cost of their education.

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

The CWSP staff has the responsibility to support partner organizations and students in this experience. Your communication with us will enable us to assist in matters involving you and the students in difficult or uncomfortable situations. Supervisors should notify the CWSP staff of any serious or on-going problems involving a student. If a situation arises, please do not wait for it to get better. Please call us immediately.

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

This handbook outlines the expectations for partners participating in the CWSP. Arrupe 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 partners. Requests for clarification of any part of this handbook should be addressed to the CWSP staff.

If a partner has any problems or concerns about the CWSP or with any of its staff, she/he is encouraged to address them directly with us or with our President, Michael O'Hagan.

## Work Assignments

The CWSP determines all work assignments for students. Partners receive a list of the students assigned to work at their organization. If necessary, the CWSP will make changes in student assignments. Changes will only be made after consultation with the partner.

Students are expected to conduct themselves in a mature manner consistent with the expectations of the work place. If a partner is displeased in any way with a student's performance, the partner is encouraged to address the situation as soon as possible with a CWSP staff member. Students will be removed from a position at any time at the partner's request and every effort will be made to replace the student within 10 working days of removal. If the CWSP is unable to replace a student, the partner's fee can be credited at the partner's request.

## CWSP Support

A member of the CWSP staff will be assigned as your primary contact for any issue that may arise during the year. We ask that you never hesitate to contact us with questions or concerns, regardless of how minor the issue may seem to be! Experience has shown us that the sooner we become involved to address student concerns that you may have, the more positive the outcome is likely to be for everyone involved.

## Performance Reviews

The students should be treated like adult employees as part of the learning experience in the CWSP. **We ask supervisors to conduct two (2) mandatory performance reviews, one at the end of each semester.** Supervisors will be given instructions on how to complete the online evaluation for each student.

Students' evaluations are sent home in report cards so students and their parents can review them. Supervisors are encouraged to meet with their student workers to discuss the evaluation as well. CWSP staff will meet with students on an individual basis as needed to discuss problems and concerns, and to encourage students to improve. A copy of the completed performance review will be mailed to all students. The form evaluates students 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. Your suggestions for improving the form are most welcome!

The first performance review in December assists students in gauging their performance, identifying areas in which they are strong and areas in need of development, and allowing them to further improve their performance before their second review. The second performance review in April/May serves as the student's final review for the year. **Supervisors are requested to make honest and forthright evaluations of the student's performance.** More frequent (informal) reviews are encouraged and are at the discretion of the individual supervisor.

## Evaluation of Work Experience by Students

Twice during the year, students will be asked to complete surveys related to their work experience. Supervisors will receive copies of the survey results in order to provide feedback on the student's perspective.

## Daily Work Schedule

On the day a student is assigned to work, she/he is expected to work a full day of approximately eight hours. Depending on their bus schedule and job location, students will be dropped off at their stop between 8:00 a.m. and 9:00 a.m. and will be picked up at their stop between 4:00 p.m. and 5:00 p.m. Each student will be notified of her/his bus schedule when she/he receives

her/his job assignment. Each partner will be notified of the students' bus drop-off and pick-up schedule and anticipated arrival time at work at the beginning of the work year.

Students are expected to be punctual. They are responsible for getting to their work site from the bus in a reasonable amount of time in the morning *and* for notifying supervisors when they leave in the afternoon. However, we do ask supervisors to monitor the students to be certain an individual does not get in the habit of arriving late or leaving early. Please contact our office if any issues arise.

### **Time Cards**

As a way to ensure that all students are accountable for the time worked, we request that supervisors complete a simple time card that each student will bring with her/him on each work day. The students are responsible for checking in with their supervisors the moment they arrive each morning. They will ask the supervisors to annotate the arrival time on their card. The students are instructed to do the same before leaving for lunch, when returning from lunch and before leaving at the end of the day. The students will be asked to write a brief reflection that is tied to that day's performance target. Supervisor's will be asked to rate the student on the 1-5 scale, sign and will have space to provide feedback on the student. **The students are responsible for returning the supervisor-signed time card to the CWSP office.** A sample time card is found on page 12. CWSP staff monitor timecards daily so they can provide timely feedback on student performance.

### **Lunch Time and Breaks**

Students are allowed to take lunchtime and breaks according to the supervisor's preference and schedule; **supervisors should dictate the times, not the student.** Supervisors are encouraged to clearly describe schedule expectations to the student. **A 30 minute lunch break is recommended.** If a student abuses the schedule to the dissatisfaction of the supervisor, the supervisor should notify the Corporate Work Study Program as soon as possible.

### **Dress Code**

Although students perform their work at their assigned job site, they are actually employees of the CWSP. 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 worksite in Arrupe dress code. The only exception is a situation where the job requires special clothing (e.g. scrubs in a medical setting). 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. **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 prior to the student's workday.**

Students are to stay in Arrupe dress code the entire workday. 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.

### **Incidents on the Job**

The CWSP has a vested interest in both the continued satisfaction of its partners and the continued success of its students in their work experience. The CWSP staff will act as mediator in difficult situations between the supervisor and the student. If parents call a supervisor with questions or concerns, please refer them to a CWSP staff member.

Any student behavioral problems occurring at work will be dealt with on an individual basis. The CWSP expects students to conduct themselves in a mature, professional manner. Since a

student's actions and demeanor not only reflect on her/him personally but also reflect on the CWSP and Arrupe Jesuit High School, incidents of misbehavior by students in the work place are treated very seriously. The CWSP may choose to remove a student from the workplace and will coordinate with the partner to provide a replacement. Partners are requested to notify the program as soon as possible of any incident of misconduct involving a student.

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

**The CWSP staff highly recommends and encourages that you do not allow students to use the internet for any reason unless it is work-related and in a public space. Students will be briefed on the Arrupe Jesuit Computer Code of Conduct at the start of the year, but we also encourage that students complete a confidentiality agreement within your organization if you have such a document. Monitoring student activity on the internet is also highly encouraged.**

The CWSP requests and expects that all supervisors treat its students with mutual respect. For the safety of its students, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of students based on gender, race, culture or religious beliefs and reserves the right to remove students if necessary. If a student reports any incident, the CWSP will contact the supervisor to evaluate and discuss the situation. Whenever appropriate, the CWSP will cooperate with the partner's Human Resources office to resolve the situation according to the organization's guidelines.

#### **Student Use of Personal Electronic Devices**

Student use of personal electronic devices (cell phone, laptops, iPads) must be in accordance with the corporate partner's internal policies. **Students may only use the devices with the express permission of their supervisor.** Please report any student abuse or non-compliance with your organization's policies and appropriate disciplinary action will be taken by the CWSP staff.

#### **AJHS Social Media Policy**

As a school, Arrupe Jesuit established guidelines for staff to promote professional and responsible use of social media among adults and with students. We encourage our CWSP partners to review and use similar approaches to social media engagement with Arrupe Jesuit students. Remember: our students, however mature or professional they appear, are still minors. As caring adults, it is our responsibility to model thoughtfulness, good judgement and appropriate boundaries in all relationships, including social media. To promote respectful discussion on social media, we request that your language be uplifting, courteous and productive. Remember, a social media audience can extend well beyond your immediate "friends" or "followers." **If your organization would like to post about an Arrupe student or our program on a company webpage, staff newsletter, or other social media outlet, please contact your CWSP representative to ensure compliance with guidelines** (i.e., that students have "media release forms" signed by a parent/guardian). NEVER post names or photos of students to personal social media accounts at any time.

#### **Attendance**

Each student is expected to attend work each and every day they are assigned. The CWSP has strict rules and penalties for students missing work for any reason. Students are expected to make up any missed days in a semester, prior to the end of that same semester.



If a student is ill and will miss work, the student is required to:

- Call the CWSP office and notify a CWSP staff member. The staff member will contact the supervisor via telephone or email to confirm the absence
- Schedule a date with her/his supervisor to make up the absence and coordinate the makeup day with the CWSP staff.

CWSP staff will email/call the impacted supervisors no later than 8:00am of the day missed. Students are instructed that make-up days be scheduled at the convenience of their supervisor. The students are responsible for bringing an absence make-up form to their supervisors, filling it out with the supervisor and returning it to the CWSP office.

The CWSP staff will notify a partner if one of its students is not on the morning bus to go to work on a particular day. If a student is not present at work by the expected time and a supervisor does not hear from either the student or the CWSP, please notify the CWSP staff immediately of the absence.

The CWSP requests that partners allow students to make up absences from work during early-release days, no-school days or scheduled holidays.

#### **Punctuality**

If a student is excessively or routinely tardy at work (arrival, returning from lunches, etc.), the supervisor is asked to notify the CWSP office. If the student is leaving earlier than the scheduled pick up time, please also notify the CWSP office, and the issue will be addressed with the student and his/her parents.

#### **Illness or Injury at Work**

If a student becomes ill or is injured at work, please contact the CWSP office immediately. Unless the injury is so serious that emergency medical/ambulatory care is required, the CWSP staff will coordinate with supervisors and parents to arrange transportation for the student from work and determine what medical care will be required.

If a student is performing in-person work for a CWSP sponsor and suspects probable exposure to Covid-19 infection, please notify CWSP immediately. Your designated CWSP staff member will inform of next steps.

**Unless notified by Arrupe staff, please do not release a student on his/her own recognizance.**

#### **School Activities & Sports**

School activities and sporting events should not interrupt a student's work schedule. In the event that any school activity or sporting event conflicts with a student's work schedule, **the student's first responsibility is to her/his job.** A student may not miss any work in order to participate in extracurricular activities. Students are never given approval to miss work for any school activities unless a request is made directly by the CWSP staff.

#### **School Holidays**

Arrupe Jesuit High School schedules fewer holidays than most schools. The CWSP asks partners to allow students to take off these school holidays. A list of the school holidays appears on page 10-11.

If a partner needs students to work on a scheduled school holiday, please notify the CWSP staff as soon as possible and they will arrange for the student(s) to be there.

### Partner Holidays

If a partner has a business holiday or special meeting day when a student's services are not required, the supervisor should contact the CWSP staff with as much lead time as possible. CWSP prefers to have its students work on all scheduled days and in most cases will find tasks for students to perform at school or at surrounding non-profit organizations.

### Office Closures

If the partner's office plans to close or close early for any reason (quarantine, holiday weekends, staff meetings, etc) and needs to have the student picked up, the supervisor is asked to **contact the CWSP office 24 hours in advance by emailing [cwsp@arrupemail.org](mailto:cwsp@arrupemail.org)**. As much advance notice as possible is appreciated in order to coordinate transportation.

### Work Year

The work year for the students begins September 2020 and will continue through the first week of June 2021. Partners can expect student workers each weekday, with the exception of published school holidays. A list of school holidays is found on page 10.

### Vacation Work

Many partners request students to fill CWSP positions during the six-week summer break and/or during published school holidays. There are two hiring options for partners who wish to employ students over school breaks: 1) the students can become direct employees of the partner, the partner sets the pay rate and the student is placed on the organization's payroll; or 2) students can be hired through the CWSP program office for a per diem of \$135. In this scenario, the students remain employees of Arrupe over the break and the CWSP program office continues to handle all payroll matters with the student. Please contact the CWSP office with questions about these hiring options for our students. Specific vacation work program details will be provided prior to applicable vacation periods. **Please note that students must have a passing grade (C- or above) in all classes for the current grading period in order to participate in the holiday/break work program.**

### Work Study Cancellations/Schedule changes

The CWSP staff will strive to ensure that students arrive on-time on their scheduled work days. However, we may experience delays due to severe weather or extreme traffic conditions. If this is the case, partners will be notified in the morning. The only reason we would cancel work would be if the city of Denver shuts down due to a blizzard or any other extreme circumstances (electrical outage, civil-disturbance, etc.). Supervisors may request a make-up day for work cancellations.

### Transportation Policy

The CWSP provides transportation to and from work. The student has the responsibility to be on time for the morning and afternoon bus. Partners are asked to be sensitive to the need for students to leave work in the afternoon so that they can make the afternoon bus.

Please note that in rare circumstances (for example, weather conditions, medical appointments scheduled immediately after work), some students will go directly to work and/or be picked up from work by a parent or relative. **This will take place only with the approval of a CWSP staff member. In these instances, students are required to call the CWSP office to inform us of their arrival and/or departure at work.**

A small percentage of students who work in areas that cannot be served by Arrupe transportation may proceed directly to and from work via public transportation or be transported by a family member. These students are required to coordinate their arrival and departure times

with their supervisor. The students must check-in via email , text or phone call with the CWSP staff upon their arrival in the morning and before departing from work in the afternoon.

### **Drug Testing**

Some partners of the CWSP require drug testing of employees. If your organization would like to perform its own testing, please notify the CWSP and we will assist you in getting the proper permission from parents/guardians. AJHS also administers a random drug testing program for all Arrupe students.

### **Worker's Compensation & Liability Insurance**

Because students are employees of the CWSP, the program carries Workers' Compensation coverage for them. As stated in the Partner Agreement, the CWSP also holds liability coverage for itself and the students. A copy of the outline of coverage for liability insurance is available at the partner's request.

### **Thank You!**

Thank you very much for your work with Arrupe Jesuit High School students. Please do not hesitate to contact the CWSP office if you have questions about these policies or any other program related issues.

## Calendar of School and Work Holidays

The Corporate Work Study Program will be closed and will not have student workers on the following days:

November 24-26 .....	Thanksgiving Holiday
December 20-January 4 .....	Christmas Holiday Break
January 17 .....	Martin Luther King, Jr. Day
February 21 .....	President's Day
March 14-18 .....	Spring Break
April 15.....	Good Friday
April 18.....	Easter Monday Holiday
May 26 .....	Arrupe Graduation
May 30 .....	Memorial Day

**Please note that the last day of CWSP will be Friday, June 3.**

*This is assuming no snow days or any other cancellations*

If a partner prefers that students go to work on these days, please call the CWSP office at 303-710-7040 as soon as possible and we will make the necessary arrangements in order to accommodate your needs.

# Sample Student Timecard

## August Timecard

Please Circle Grade Level and Work Day: Fr So Jr Sr  
TU WE TH FR

Sheccid Apodaca Sierra  
2020, Friday  
Janus Capital Group  
Cherry Creek - #2 /#10

## Arrupe Corporate Work Study Program

Please complete all log entries, including your supervisor's signature. Your reflection is **MANDATORY** and should indicate that you have thought critically about your day. Each prompt asks you to consider an expectation from the performance evaluation (**bolded**) as well as how it relates to the Grad at Grad (in parenthesis). Give the time card to your driver every evening. If you do not ride an Arrupe vehicle, you must turn in your timesheet by 9:00 am the day after you work! **Feel free to write on the back!**

Student name: \_\_\_\_\_ Company: \_\_\_\_\_

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	<u>1</u> Did Not Meet Expectations	<u>2</u> Occasionally Met Expectations	<u>3</u> Met Expectations	<u>4</u> Occasionally Exceeded Expectations	<u>5</u> Consistently Exceeded Expectations	Supervisor Initials
<b>Comments:</b> Please provide feedback on the student's workday. Specific comments will help the student's ongoing development. _____ _____ <b>STUDENT:</b> Following company expectations is critical to <b>demonstrating business etiquette</b> . Describe your company's cell phone and iPod policy. ( <i>Work Experienced</i> ): _____ _____ _____						

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	<u>1</u> Did Not Meet Expectations	<u>2</u> Occasionally Met Expectations	<u>3</u> Met Expectations	<u>4</u> Occasionally Exceeded Expectations	<u>5</u> Consistently Exceeded Expectations	Supervisor Initials
<b>Comments:</b> Please provide feedback on the student's workday. Specific comments will help the student's ongoing development. _____ _____ <b>STUDENT:</b> Taking notes helps us demonstrate our <b>listening skills</b> . Describe a new thing you learned today and how you will remember it for the next workday ( <i>Intellectually Competent</i> ): _____ _____ _____						

Work date	Time in	Lunch out	Lunch in	Time out	Supervisor Signature	
Overall Performance (Mark One)	<u>1</u> Did Not Meet Expectations	<u>2</u> Occasionally Met Expectations	<u>3</u> Met Expectations	<u>4</u> Occasionally Exceeded Expectations	<u>5</u> Consistently Exceeded Expectations	Supervisor Initials
<b>Comments:</b> Please provide feedback on the student's workday. Specific comments will help the student's ongoing development. _____ _____ <b>STUDENT:</b> Using our unique gifts and characteristics can help us <b>adapt</b> to new experiences. Describe a project you will work on this year and a gift or talent that will help you perform this task well ( <i>Religious</i> ). _____ _____ _____						

Turn Over for Additional Work Days

## Sample Absence Make-up Form

ARRUPE CORPORATE WORK STUDY PROGRAM  
ABSENCE MAKE-UP FORM  
FALL SEMESTER 2018

1. This form **MUST** be signed by you, a parent and your supervisor.
2. Available make-up dates and transportation information is listed on the reverse side.
3. Do not keep this form. Please return it to Ms. Rodriguez with the required information as soon as possible.
4. CWSP will keep the form and will return to you prior to your make up day.

### **PART 1-ALL SIGNATURES ARE REQUIRED**

Date Absent: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_ Company Name: \_\_\_\_\_

Make-up Date(s) Agreed by Supervisor: \_\_\_\_\_ (See reverse side for available dates)

*The student & I (Supervisor) have discussed the absence(s) and have mutually agreed that he/she will make up the time lost on the above mentioned date(s).*

Signature of Supervisor	Date	Signature of Student	Date
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**\*\*For Parent, please read & sign\*\***

I, the parent of the student, understand the student will be responsible for their own transportation to and from work on their make-up day (students may arrange transportation with CWSP by checking YES on the days marked with an \*). I understand that each absence will result in a \$150 charge to my student's account until the make-up day is completed and this form is returned to CWSP office with appropriate signatures. After the first absence, the appropriate credit to the student's account will be reduced by \$25 for each subsequent absence. **I also understand that all make up days are required and I cannot simply pay the fine and avoid making up the time.**

Signature of Parent	Date
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CWSP Staff Signature	Date
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### **ON THE DAY OF YOUR MAKE-UP DAY: DIRECTIONS FOR STUDENT**

1. On your make-up day, bring the form to work with you.
2. At the end of your make-up day, have your supervisor sign PART 2 below. Students will be responsible for returning the completed form to the CWSP office as soon as they return to school after the make-up day in order to receive credit for the make-up day. The student may bring the form to the CWSP Office, email [cwsp@arrupemail.org](mailto:cwsp@arrupemail.org) or fax 303-889-5133.

### **PART 2 (Do not sign this section until the student has made-up the day):**

I agree that the student made-up the day that was agreed on and is cleared of the absence stated above.

Supervisor Name (please print): \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_