



**ARRUPE  
JESUIT**  
HIGH SCHOOL

## **Memorandum of Understanding: Vacation**

### **Work**

**To:** Arrupe Corporate Partner  
**From:** Corporate Work-Study Program Office  
**Date:** February 28, 2019  
**Re:** Summer Break 2019 Work (June 3-July 26)

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

- Arrupe Corporate Work-Study will handle payroll issues and will invoice corporate partners at the end of the one week of summer break for the number of days worked at a per diem rate of \$100. ACWSP will pay the student a per diem flat rate of \$90.
- The Vacation Employment Agreement indicates the company's desire to hire the student during the summer 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 May 10<sup>th</sup>.
- Students are required to have a C- or above in all classes at the end of the semester in order to be eligible for work. CWSP will notify companies during the early week of May 13<sup>th</sup> 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 in a confirmation form every two weeks. Due dates, as well as approximate pay dates are annotated on the confirmation form that students must print out. This confirmation form should be emailed to [cwsp@arrupemail.org](mailto:cwsp@arrupemail.org) by 4:00 pm on the due date.**
- The Corporate Work-Study staff will be available during summer 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!*