



Memorandum of Understanding: Remote Vacation Work

To: Arrupe Jesuit Student Worker
From: Corporate Work-Study Program Office
Date: May 12, 2020
Re: Summer Vacation Work (June 8-July 31)

Dear _____,

Congratulations on being selected to work remotely during your summer 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. **Please read through this MOU, sign and provide a cell phone and email address that you can be reached at during the summer. All vacation work paperwork is due May 22** to Ms. Rodriguez.

- You must provide your own device/remote work device.
- If you will be absent from your scheduled work day, ***it is your responsibility to notify your supervisor via email or phone call***. 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. **Please ask your supervisor, prior to the start of vacation work, about your summer schedule!**
- Although you are working during a vacation period, you are expected to conduct yourself professionally and responsibly throughout the work period; *your performance during summer vacation can impact your ability to return to your employer and/or Arrupe, as well as the reputation of the CWSP program.*
- You will earn \$105 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 submit your timesheet every 2 weeks, via email, according to the dates on the schedule. Late timesheets will not be paid until the following pay period.***
- Paychecks will be mailed home, please allow 3-5 business days (from the scheduled pay date) for delivery time.
- The Corporate Work-Study staff will be available during summer break. If you have a question or concern during this time, please call (303) 710-7040 and member of the CWSP staff 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

Student Cell

Student Email