



Corporate Partner Handbook

2023-24

222 Piedmont Ave, NE, Atlanta, Ga 30308

CONTACT INFORMATION

Corporate Work Study Program (CWSP) Team

Angela Acevedo

Director of Corporate Work Study Program

President, CRAJ Staff Leasing

Direct: 404-637-2879

Cell: 678-559-2112

Email: acevedo@crstoreyatlanta.org

Najgee Gatson

Relationship Manager

Direct: 404-637-2840

Cell: 404-803-8468

Email: ngatson@crstoreyatlanta.org

Michael Johnson

Relationship Manager

Direct: 404-637-2816

Cell: 404-357-2333

Email: mjohnson@crstoreyatlanta.org

Rahel Kaltiso

Relationship Manager

Direct: 404-637-2835

Cell: 404-723-5340

Email: rkaltiso@crstoreyatlanta.org

Dana McNally

Relationship Manager

Direct: 404- 637-2875

Cell: 678-662-6390

Email: dmcnally@crstoreyatlanta.org

Yamileth Yescas

Operations Coordinator

Direct: 404- 637-2872

Cell: 678-349-1830

Email: yyescas@crstoreyatlanta.org

TABLE OF CONTENTS

The Mission of Cristo Rey Atlanta Jesuit High School.....	4
Corporate Work Study Program Overview.....	5
Building the Perfect Internal Support Structure.....	6
Ideas for Student Engagement.....	8
Policies & Procedures.....	12
Student Work Schedules.....	15
Transportation.....	16
Syllabus & Grading Policy.....	18
Program Policies.....	21
Dress Code.....	24
Job Placement Requirements for Students.....	26
Holidays.....	27
Summer Work Request.....	28
Unsatisfactory Job Performance.....	29
Sexual Harassment & Non-Discrimination Statement.....	30

THE MISSION OF CRISTO REY ATLANTA JESUIT HIGH SCHOOL

Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

Our Beliefs:

We work to challenge students with rigorous academics.

We work to provide invaluable corporate employment experience.

We work to create a safe and supportive environment rooted in faith-based values.

We work exclusively with Atlanta's economically disadvantaged students of all faiths, by opening the door to excellence in higher education, the workforce, community citizenship and Jesuit values.

We are the school that works in the heart of Atlanta.

Our Vision:

Cristo Rey Atlanta Jesuit is an apostolate of the Society of Jesus and one of 61 Jesuit high schools across the United States. Since 1548, Jesuit schools have formed students to become people of conscience, competence and compassion. The hallmark of a Jesuit education is academic and personal excellence.

Students will graduate from Cristo Rey Atlanta Jesuit prepared to embark upon a journey of personal accountability, service to others, and lifelong learning.

This school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students for college. All students enrolled in the school participate in a unique Corporate Work Study Program through which they develop important skills and earn the majority of the cost of their education. The Cristo Rey Atlanta Jesuit Corporate Work Study Program provides students the opportunity to build core skills that will help them succeed in college and the modern workplace.

Cristo Rey Atlanta Jesuit High School is based on a proven model of success and is a member of a network of 38 Cristo Rey schools across the country that empower young students to achieve their full potential. Cristo Rey schools offer a unique curriculum that combines academics, extracurricular programs, and professional work experience to prepare students for success in college and beyond.

This model works; 100% of Cristo Rey graduates are accepted into a four-year college each year

CORPORATE WORK STUDY PROGRAM OVERVIEW

The objective of the Corporate Work Study Program (CWSP) of Cristo Rey Atlanta Jesuit High School is to help students envision a future that includes a college degree, a successful professional career and to equip themselves with the knowledge and skills needed to realize that vision. This is accomplished through a deliberate plan of on the job learning that increases in responsibility and accomplishment as students progress through high school.

Students are employees of the CWSP, and not direct employees of Job Partners. Students are not eligible for Job Partner employee benefits. However, the CWSP asks its Job Partners to treat the student interns as they would any other worker with respect to the company's stated workplace rules, regulations, policies, and procedures during their day-to-day work activities. To ensure that each member of the student team receives the same introduction and initial training, students will attend an employee orientation meeting at their host company before they officially begin their job.

As freshmen, student associates are introduced to the basic skills needed to participate in entry-level, corporate office-style jobs. Students will then increase their understanding of the general office culture, professional skills, daily responsibilities, and credibility with their supervisor and colleagues as sophomore students. When students reach their junior and senior year, we envision that jobs will substantially increase in responsibility, with a focus toward professional work interests and skills, as the job placement begins to mirror a college-level internship experience.

The CWSP attempts to make participation as simple as possible for its Supervisors. For this reason, our policies and procedures follow, as much as possible, standard business practices and customs. Cristo Rey Atlanta Jesuit High School reserves the right to change or alter this handbook at any time. Changes or modifications to this handbook are made in writing and communicated to Job Partners. Please contact your Relationship Manager if you have any questions.

BUILDING THE PERFECT INTERNAL SUPPORT STRUCTURE

The ideal Corporate Work Study support structure consists of:

- Decision Maker
- Point of Contact/Champion
- Supervisors
- Mentorship Program

Role of the Decision Maker

This person is most often the Head of the Company and is the one to approve the funding for the CWSP. Support from this person is key to the success of the program, as this sets the tone from the top of the organization that partnering with Cristo Rey Atlanta Jesuit is an important function for the company. At the end of each school year, the students on each job team create a final project called Project CEO. We ask that the Decision Maker and other members of the company's executive team make every effort to attend this presentation.

Role of the Point of Contact/Champion

This person is in frequent contact with their Relationship Manager at Cristo Rey and is the one who manages the day-to-day process of running the CWSP internally. This person is enormously important to the success of the program, as they are typically the liaison between the Decision Maker and the Supervisors. It is very important for this person to ensure that Supervisors are receiving all the information they need from the school and that they encourage Supervisors to attend networking events, training luncheons, etc.

Role of the Supervisors

Ideally, each student will be assigned to a different Supervisor. This prevents the work of managing all four students from falling to one individual. In many successful partnerships, the students work for Supervisors in four different departments – e.g. Finance, HR, Marketing, IT, Sales, Reception, etc. Many companies also rotate the students between departments – some spend the first half of the day with one, and then move to second after lunch; and some have students work for a semester in one department and then move to another in January.

Cristo Rey hosts Supervisor Training each year before the start of the program, and all are invited to attend and share best practices. Additionally, the school hosts two “Lunch and Learn” virtual sessions to share announcements and have a Q&A opportunity for Supervisors to share ideas and concerns. Companies may host regional “Food for Thought” lunches open to all who want to network with other Supervisors and hear best practices from their peers inviting Supervisors from CWS partner companies located nearby. If you are interested to host, please communicate with your Relationship Manager.

Some of our partner companies have more interested Departments/Supervisors than they have students, so ask interested departments to apply for a student intern. The department must put together a plan of action that includes a description of the projects the students will be asked to

do, sample daily agendas, and the reporting structure for the student while working in that department.

Additionally, many of our Job Partner companies award Supervisor roles to young employees who have no management experience but show great leadership promise for the company. They utilize the CWSP as a way for their up-and-coming employees to get that needed management experience.

Role of the Mentor

In today's work environment, many people want to volunteer but are unable to find the time to leave the office to do so. Having a CWS team of students is a way to help your employees fulfill their desire to give back to the community. By offering them a way to mentor your students, you can provide the students with more adult interaction while providing your employees the ability to volunteer during the day. This helps the students feel more comfortable in the workplace because they get to know more people in the company. The easiest way to do this is to set up a sign-up process internally and ask employees to reserve dates that work for them to have lunch with your students. It is as easy as having them meet the student in the breakroom and just talk over lunch. Our students love this, and you will see morale improve for your employees as well.

Engagement Tips:

“At MARTA, the students are in such great demand, that we have supervisors apply for an intern. It is a competitive process, and luckily, we have two teams, so we can spread them out among most of the departments that want them. This process ensures that the students are working in departments who need them and will give them meaningful work.”

“At Citizens, we had 30-minute “teaching sessions” where mentors come up with a topic to talk to their students about each week. It was a great way to break build relationships between the students and their mentors.”

IDEAS FOR STUDENT ENGAGEMENT

Top Ten List for Student Worker Success

1. Maintain regular communication with CWSP staff

Examples: Provide names and contact information for anyone who should be informed about CWSP happenings, or who has direct supervision of our students. Write specific comments on timesheets. If you're not comfortable or don't have time to comment on the timesheet, send us an email. Send us emails or call us to let us know how things are going (good or not). No issue is too small; even if you've addressed the concern with the student, just let us know, so we can stay in the loop. If you were particularly impressed one day, let us know that too!

Benefits: CWSP staff is here to help you in any way we can, so that your experience with our students and program is mutually rewarding. By providing updated contact information, we can be certain that communication is timely and effective. By working together, we can often address and correct concerns before they become big problems. We can also make sure that students get the recognition they deserve for a job well done.

2. Make your expectations clear & hold students accountable

Examples: Provide time limits on projects. Make certain the student understands instructions. Offer a clear "chain of command" (i.e., If I'm unavailable, talk to Sue. If Sue is unavailable, work on the back-up project). When providing multiple tasks at once, encourage students to prioritize them with you, so everyone knows when something should be completed. Provide an example of a finished project, if possible. When providing constructive criticism or compliments, give specific examples of the mistake or the job well done. "Good job today" does not mean as much as "I really appreciated how quickly you completed the copy job."

Benefits: Clear expectations reduce mistakes and frustration for both the supervisor and the student. Students are more likely to excel when they know what you expect and when you provide specific feedback. An orientation at the beginning of the year ensures that everyone is on the same page from Day 1.

3. Provide regular feedback

Examples: Make sure you insist on your student checking-in every morning and checking-out every evening; don't let the students start the morning or end the day without making contact with a Supervisor. Set regular times to "check-in" with the student to discuss how things are going (i.e. every first workday of the month). Fill out the daily timecard and include comments. Address concerns immediately with the student. Point out mistakes and allow the student an opportunity to correct it. Likewise, offer positive feedback on a job well done. When completing progress reports and official Mid-Year/End of Year Evaluations, review the results with the student. Don't be afraid to correct a student or to provide constructive criticism. If the student did not meet expectations on a certain day, let them know.

Benefits: Enhances communication between you and the student. Provides an opportunity to reinforce your expectations. Gives the student benchmarks to evaluate and improve his/her own performance. Teaches students the value of constructive criticism, compliments and learning from mistakes. Addressing concerns honestly and quickly can often correct the problem before it becomes a bigger issue. Honestly complimenting students can motivate them to continue to succeed.

4. Provide multiple methods of instruction/explanation

Examples: When giving verbal instructions, ask the students to re-state, in their words, what you expect. Ask the student to take notes and ask to see notes (particularly with Freshmen or other students you have concerns about). If you provide written instructions, ask them to summarize what they understand. It's always a good idea to provide a concrete example of a finished project, or to ask the student to show you an example before they get too far into a project. Don't assume a head nod or "yeah, OK" equates with understanding. Once you are accustomed to the student's work quality, you can of course modify how you solicit proof of understanding.

Benefits: Promotes communication skills and emphasizes the importance of understanding instructions. Reduces frustration for both student and supervisor by minimizing mistakes and misunderstandings.

5. Keep students busy

Examples: Always have a back-up project (non-urgent filing; cataloging returned mail; inventory; industry and competitor analysis, database updates, etc) that the student knows to work on when they finish daily tasks and their Supervisor is not available to give them more work. Develop periods of routine (if possible) so that the student knows he/she always has a particular task at a certain time (i.e. stocking printers each morning, covering the reception desk at lunch time, mail run every afternoon, etc). Provide a daily agenda so the student knows what to expect from the day. Make other departments aware that students are available to help.

Benefits: Boredom breeds inaccuracy and laziness, so if they aren't bored, they will continue to perform well. Also, agendas, routine, and established "back-up" projects create clear expectations so students are never curious about what to do next. Agendas also help develop a sense of initiative, as students are more likely to just "dive in" when they know what to do. Finally, occasionally "sharing" the student with other departments provides variety to the day, incorporates the student into more of the organization, and ensures there is always something for him/her to do.

6. Challenge students

Examples: Provide variety in the students' tasks whenever possible. Assign them activities that you think might be a bit more complicated and let them rise to the challenge. Provide the big picture/desired outcome of an assignment and encourage the student to identify the best way to complete it or solve a problem. Ask the student what their workplace goals are/what they hope to learn and see if it can be incorporated into their routines (i.e. better phone skills, computer work, learning more about what lawyers do, etc). Introduce students to different personnel, particularly those in a position in which the student has interest (attorneys, accountants, nurses, engineers,

etc). Set up times for “coffee chats” on a monthly or quarterly basis. Let students shadow someone for a morning in a different department. Organize a “day in the life” activity in which a student observes, learns about and even participates in the functions of a department that may be “up or down stream” from her/his normal department.

Benefits: Students will stay engaged at work and will feel motivated to succeed when they are challenged. They will feel appreciated and taken seriously when given greater responsibility. Students will develop a greater understanding of how their work affects others and may also be exposed to long-term career goals.

7. Encourage student ownership of tasks and projects

Examples: Explain the “big picture” of a task and how it relates to the overall success of a project. Emphasize the importance of even small or mundane activities. Allow students to learn about other departments’ functions and staff, and how everyone’s work interacts, so they understand where the projects start, where they go next, and who uses the projects. Give students specific tasks and projects that are “just theirs” and let them know that the assignment is not “just scanning/copying/mail sorting,” but it is their job and integral to the success of a department/ other staff member, etc.

Benefits: Students will feel their work is important and appreciated, producing better outcomes. Students will appreciate the trust and responsibility of having their own jobs.

8. Provide a variety of resources for student reference

Examples: A map of the campus or building, with departments/personnel locations annotated; a company directory (if you don’t have one, ask the students to make one); a script for answering and making calls; a handout of Frequently Asked Questions; a manual with examples of common projects, instructions on how to complete certain computer functions, etc.

Benefits: Encourages students to be self-sufficient in seeking answers. Promotes confidence by giving students the tools to complete tasks on their own. Enhances the student’s comfort with the company.

9. Include students in your organization’s culture as much as possible

Examples: Involve them in meetings. Include them in office newsletters or updates. Share company trinkets (water bottles, key chains, etc). Introduce them to multiple members of staff, not just immediate supervisors. Let them tour the building, campus, etc to learn about multiple departments and personnel. Place a name placard or sign at the students’ workstation with their name and “Cristo Rey student” so others know who they are, too.

Benefits: Students feel like they belong and are not “just students.” They develop a greater sense of pride for their work and the organization.

10. Have Fun!!

Examples: Enjoy being with them. Ask them about school, sports, what they do during free time. Include them in company celebrations (if appropriate). Let them know work can be fun, as long as the job gets done!

Benefits: Our students look to you as role models and guides for how to behave in the work world. If they witness their co-workers approaching the day with a positive attitude, they are more likely to do the same. When our students feel like it's OK to have fun, and when they feel that you enjoy their company and contributions, they will likely be more productive and effective. Our students have energy, creative ideas, humor and a willingness to succeed, in addition to a wealth of individual talents. Tap into these traits to re-energize your workplace and brighten your workday!

Project Tips:

Utilize students to monitor the company's social media for content trends - ask students to brainstorm ideas to attract younger audiences.

Assign students to write monthly articles for internal newsletters, even if just for the department.

Require students to present an introductory PowerPoint/ presentation on their interests, hobbies, favorite classes, future goals, etc.

Create a shared posting site for student job tasks.

Assign the students to build a training guide for next year's Corporate Work Study team.

*“At **The Intersect Group**, we have found that having an established morning checklist is key. It's a great way to start the day (for both our student's and for us as often we get in at the same time they do but still need to look through emails, check on something, etc. and it's hard to immediately start giving a project). Ours includes prepping interview rooms, tidying the front waiting area, restocking copy items, etc. It's not challenging but it is a duty that must get done each day and this makes the morning much easier for our receptionist. It also helps us get to know the interns as they move about the office.”*

*“At **WestRock**, we have a standing project that all students can go back to if they finish their current task and their supervisors are not available to give them their next task. We use Salesforce, but not all the client demographic information is populated. We ask the students to go into files and add website urls, which then auto-populates a lot of information into Salesforce. We use this project as a “go-to” for all our students if they have free time.”*

POLICIES & PROCEDURES

Expectations of Students

All students are required to work at their assigned job in order to continue enrollment at the school. Daily on-time attendance is extremely important for both the student's success and for the success of the school's CWSP. Students are expected to conduct themselves in a mature manner consistent with the expectations of the Job Partners' workplace, as well as Cristo Rey Atlanta Jesuit High School's Code of Conduct. If a Job Partner finds that a student's performance does not meet expectations, then the Job Partner is encouraged to reach out to their assigned Relationship Manager to help resolve the issue.

Specific requirements:

- Students must complete a minimum of 25 work days each school year. Students must make up missed work hours.
- Students must attend work on their assigned day in order to continue enrollment at the school.
- Students are provided with breakfast and lunch at Cristo Rey and will bring their lunch to work.
- Students must be on time for their transportation to and from work.
- Students must abide by Cristo Rey Atlanta Jesuit High School's Code of Conduct and Dress Code at all times, including wearing school uniforms to the workplace.
- Students must abide by the specific rules and regulations of the company where the student works.
- Students are expected to demonstrate motivation, an interest in learning, and a positive approach to work, through their behavior and performance.

Business Training Institute

The Business Training Institute (BTI) is a program that prepares students to be successful in school and in the workplace. BTI is designed to introduce all students to workplace skills, including, but not limited to, Communication Skills, Financial Literacy, Lifelong Learning Behaviors, Microsoft Office, and Office Skills such as handling confidential documents, business ethics, filing, copying, and taking notes. Additionally, all incoming Freshmen will participate in Freshman Academy, an additional week job training program held prior to the start of school.

Student Placement Process

Assigning students to job placements is a complex process that must include a student's academic schedule to determine the day of the week they can work. CWS staff and members of the academic leadership team then collaborate to determine student placements. Consideration is given to student skills assessments and/or student preference surveys, past job placements, former supervisor reviews, Corporate Work Study grades, Job Placement requests, and more. Every effort is made to place a student in a job that will be a good fit for both the company and the student.

Job Orientation

On the first Monday after Labor Day, the entire student team will visit their new workplace, receive a general orientation, meet co-workers, and have an actual "test drive" of their new job. Students will be accompanied by a chaperone from Cristo Rey to their job site. Because all job orientations will take place on one day, chaperones may be members of the CWS staff, the school's faculty, or community volunteers. All chaperones will ensure students arrive to/from orientation safely and will help resolve questions or concerns regarding job assignments.

Work Permits

The CWSP and students must comply with all State and Federal Department of Labor laws, including mandatory completion of the Federal I-9 Form on the first day of work. Proof of Employment Eligibility is required to be presented by each student to the CWSP Office.

All Cristo Rey Atlanta Jesuit High School students employed by the CWSP must be at least fourteen years old. Students under the age of 16 are required by state law to obtain a Georgia Department of Labor Work Permit.

The Cristo Rey Network abides by Federal Department of Labor requirements by requiring that all students, their families, and the CWSP sign a "Student / Parent Work Agreement" explaining and acknowledging the terms and conditions of the CWSP prior to a student beginning work.

Morning Check-Out Process

Students will report to school each day in proper uniform, and report to House (homeroom) at the start of the school day (7:30 a.m.). At approximately 7:50 a.m., those going to work will begin departing for Job Partner locations, with those with the longest commute leaving first.

Prior to students' departure for work, attendance will be taken, and uniforms will be checked. If dress or appearance is deemed inappropriate for work and cannot be made satisfactory prior to transportation departure, the student will be kept at school and will be considered absent from work that day and will have to make it up.

Corporate Work Study Program Staff Member Site Visits

Each year, Cristo Rey Atlanta Jesuit High School representatives must conduct site visits for all locations in which the school has student associates. These site visits are necessary to ensure

students are meeting expectations, to respond to any Job Partner issues or concerns, and to ensure that all students are employed in compliance with the applicable child labor and minimum wage provisions of the Fair Labor Standards Act (FLSA). The CWSP representative must complete a Site Visit Documentation Form that certifies that he or she saw the site and believes that it complies with a safe environment and child labor laws. Most often, these visits will be conducted by your assigned Relationship Manager.

STUDENT WORK SCHEDULES

The work year usually begins around mid-September and ends around mid-May. Please refer to the current calendar year provided by your Relationship Manager.

Daily Work Schedules

The typical workday begins at 9:00 a.m. and ends at 4:00 p.m., with a 30-minute lunch. Because some job partners are located a long distance from the school, students may have to be picked up or dropped off earlier by the school bus, but no student is to leave their job site before 3:00 p.m.

Weekly Work Schedules

Four students share one job and make up a Job Team. Each student works one day per week. On the fifth day of the week, the students will be at school for academic classes. A typical monthly work schedule may look as follows:

Mondays – Freshmen

Tuesdays – Sophomores

Wednesdays – Juniors

Thursdays – Seniors

Fridays – all grades remain in school for academics

TRANSPORTATION

CWSP is responsible for transporting students to and from the workplace. Students must comply with school policy during their participation in the CWSP. Accordingly, if from time to time students require alternate transportation, written communication from a parent or guardian is required.

Transportation to work will depart from school according to the transportation schedule, which will be established by the CWSP and may be adjusted from time to time. Depending on job location, students will depart via school bus, MARTA, or by foot. Students heading out to job assignments accessible to public transportation will be provided with a "MARTA pass," which they will use exclusively for workday transportation. On orientation day, student associates will be accompanied to and from school by an adult chaperone to become familiar with their route.

Bus Routes

- o Student drop off to the workplace will occur between 8:00 am and 9:00 am and pick up between approximately 3:00 pm and 4:00 pm.
- o Students are responsible for getting to the Job Partner's office from the transportation drop-off location and for returning there for pick-up each workday.
- o Students are required to arrive at school on time for departure on their designated bus route.

MARTA/Walkers

- o Students must depart from Cristo Rey Atlanta Jesuit and commute together in their designated transportation groups.
- o Students are required to arrive at the workplace by 9:00 am and depart at 4:00 pm.
- o Students arriving late to work due to reasons other than MARTA train delays will receive disciplinary action and grade point deductions.
- o Students experiencing train delays, must contact CWS staff. Supervisors will be contacted regarding any delays.
- o Students have the option of returning home directly from the job site at the end of the work day. Job Partners will ensure dismissal time is enforced (i.e. 4:00 pm) and any early dismissal should be communicated to the CWSP Office.
- o Students are required to abide by all rules and regulations posted by the MARTA Authority at all times.

Car Riders

- o “Direct-to-Work” students are those who drive to work or are transported by parents. These students sign a contract allowing them to go directly to their jobs and will not have to report to school in the morning before work.
- o Students are required to arrive to the workplace by 9:00 am and depart at 4:00 pm.
- o Students arriving late to work due to reasons other than unexpected delays (e.g. excessive traffic, accidents etc.) will receive disciplinary action and grade point deductions.
- o Students driving to work are not allowed to leave the job site for lunch breaks unless accompanied by their supervisors.
- o Job Partners will ensure dismissal time is enforced (i.e. 4:00 pm) and any early dismissal should be communicated to the CWSP Office.

SYLLABUS AND GRADING POLICY

“Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate ready to succeed in college and in life.”

Course Overview

The Corporate Work Study Program (CWSP) is designed to prepare students to successfully navigate and function effectively in the corporate world. The course is designed to foster 2 major skills:

- 1) Cristo Rey Atlanta students will have the skills to solve problems in the workplace. The course objective is to prepare each student to make a meaningful impact at work.
- 2) Cristo Rey Atlanta students will be prepared to foster and maintain professional relationships.

Grading Policy

CWSP is an essential part of the Cristo Rey Atlanta Curriculum. The grade the student achieves in the Corporate Work Study Program will be applied to their GPA and will count as a 3-credit hour elective. Grades are cumulative.

CWSP grades count just like all other academic courses. Students are graded in the following criteria:

- **CWSP TIMECARDS:** Students are required to complete an electronic timecard at the end of each workday. Timecards should include hours worked and detailed descriptions of the tasks completed while at work. Supervisors are required to approve the student’s timecards and rate their daily performance. Timecards will be graded on a monthly basis. Students will receive a 10-point deduction for every missing or incomplete timecard.
- **CWSP PROFESSIONALISM/UNIFORM:** Cristo Rey Atlanta students are always expected to behave in a professional manner. Corporate Work Study students are required to wear their full uniform on their scheduled workday. Students should be professionally dressed before they arrive to check out and remain in full uniform throughout the day.

Professionalism and uniform code will both be graded on a monthly basis.

Students who have “Direct to Work” jobs are required to email their Relationship Manager to inform their arrival. Failure to do so will result in a deduction from their professionalism grade.

- **CWSP EVALUATIONS:** Corporate Work Study students will be required to complete evaluations at the end of each semester. End of year evaluations will also be sent to supervisors.
- **CWSP PROJECTS:** Several projects will be issued throughout the course. Students must adhere to all CWSP deadlines to receive credit for these projects.

Timecards/Evaluations

Students are required to complete an electronic timecard at the end of each workday. Timecards should include hours worked and a detailed description of activities for the workday.

Supervisors must approve the student worker's timecard each day. Supervisors should rate student performance and include comments on the student's work habits, on a daily basis. Each student's work schedule will be verified and documented in order to track the number of hours worked and ongoing, historical student job performance. A student's failure to submit the electronic timecard by the end of the work day will result in grade point deductions. Please contact your Relationship Manager, with any questions or concerns regarding timecards.

Student Performance Evaluations

Corporate Work Study is an important component of each student's education. Students will receive academic credit for work study, making them better candidates for college. ***In December and May, CWSP will send out a link to a Student Performance Evaluation via email and ask that supervisors complete an evaluation on each student.*** Every student will be provided with a copy of the evaluation. Job Partners should feel empowered to share feedback directly with their students.

All Mid-Year and Final Evaluation grades originate from the Student Performance Review completed by the student's direct supervisor and CWSP staff.

Students are evaluated on the following 10 Professional Skills:

- ◆ Judgement - The ability to make decisions
- ◆ Work Efficiency - The ability to complete projects both quickly and accurately
- ◆ Willingness to Learn - The ability to accept constructive feedback and develop new skills
- ◆ Adaptability - The ability to retain previous skills and apply acquired knowledge to new tasks and projects
- ◆ Initiative - Level of self-motivation; Seeks additional work
- ◆ Enthusiasm - Eagerness to succeed; Overall attitude
- ◆ Professionalism - Respect for authority; Appearance

- ◆ Communication - Ability to engage with the supervisor and staff
- ◆ Reliability – The ability to work independently; follows through
- ◆ Teamwork & Collaboration - Willingness to cooperate with others and develop positive working relationships

Awards

While Corporate Work Study achievement should be its own reward, students do derive added incentive and satisfaction from the knowledge that their efforts will receive special recognition from Cristo Rey Atlanta Jesuit:

- Corporate Work Study Honors - 94 or higher overall CWSP Average
- Student Employee of the Month - Assigned to a student from each grade level who consistently exceeds expectations during the month, based on timecard ratings, supervisor comments, testimonials **AND** CWSP recommendations. Consideration is only given to students with supervisor comments on their timecards.

Recognition Example:

Student of the Month



Valerie is doing a great job for the legal department! Valerie entered adjustments into Oracle today to prepare for our month end close. Worked on AR adjustments and disputing items in the retail portal. Worked with retail portal and deductions and entered adjustments into Oracle. Valerie takes great notes and ALWAYS exceeds expectations. Let me say that it has been a real pleasure getting to know Valerie. She has a great work ethic and does an amazing job!! She has a bright future ahead of her.

PROGRAM POLICIES

Attendance Policy

Each student worker is expected to attend work each workday they are assigned. Personal appointments should not be scheduled on an assigned work day. Should a student miss work for any reason, they are required to make up that missed workday during a school holiday. On the workday following their missed day, students will bring a make-up form with them to work to be signed by their supervisor and returned to CWS.

If a student worker will miss work, the CWSP Office will send email notification to the Job Partner regarding all student absences. If the email notification has not been received and a student worker is tardy to work, the Job Partner is asked to notify the CWSP Office, and the subject will be addressed with the student worker by the CWSP Office and coordinated with the Job Partner. Patterns of lateness or absence can be cause for termination of a student from the job.

Absence Make-Up Days

Student associates are expected to make-up any missed work days prior to the end of the same semester in which they occurred.

Make-up days will be scheduled at the convenience of supervisors and will be coordinated and approved by CWSP staff. The student is responsible for filling out an Absence Make- Up Form with the supervisor and returning it to a member of the CWSP Office for approval.

The student is responsible for obtaining signatures from the supervisor, the parent or guardian, and the CWSP. If a company decides to waive a student's make-up, the CWSP office will reschedule a make-up day at school. Extenuating circumstances will be considered.

Parents / Guardians

The CWSP employs students and leases them to Job Partners on a fee for service basis. Therefore, the CWSP Office is the primary point of contact between students and parent(s) or guardian(s) concerning any job-related concerns. Parent(s) or guardian(s) must not contact Job Partners directly. Job Partners should direct parent concerns to the CWSP office.

Inclement Weather and other Emergencies

CWSP will send out notification if school is affected by weather or other emergencies. Notification will also be added to the school's website – www.cristoreyatlanta.org.

Social Media & Student Images

Job Partners may require student photos for social media, newsletters, PR or marketing purposes. As part of the agreement signed with the CWSP office, parents and students consent to the use of the image, likeness, name and/or work product in whole or in part of the student, in any and all media for purposes of advertising and promoting without additional compensation. Cristo Rey

and all Corporate Job Partners are released from any liability or claims arising out of the use of any such materials. For the safety and privacy of the student, we recommend that Job Partners use the student's first name only when posting to social media sites.

Internet Policy

Internet usage at the workplace may be necessary for students to accomplish tasks given to them by their supervisors. Social media websites are not to be accessed during the workday, such as Facebook, Twitter, Instagram, Snapchat, etc. except as specifically required in connection with the student's work duties. Only websites approved by the supervisor may be accessed at the workplace.

Job Partners will track students' Internet usage in accordance with the company's Internet policy. Improper Internet usage by student associates may be cause for termination of the student(s) from the job(s) and should be communicated to the CWS office.

Illness at Work

If a student worker becomes ill at work, the student should immediately notify their supervisor of the situation. If the supervisor is not available, the student worker should directly contact the CWSP Office by phone. The supervisor is asked to call CWSP Staff to determine the severity of the ailment. The CWS staff will contact parents or guardians to arrange for the pick-up of the student worker. Students are not permitted to leave the workplace until the end of the workday unless a special pick-up plan is confirmed with the CWSP Office. If the parent cannot pick the student worker up, the school will arrange transportation, based on availability.

Medications at Work

Job Partners should not administer medication at work. All medications, (e.g. Tylenol®, Advil®, acetaminophen, ibuprofen) must be approved by parents or guardians and by the school. Any student requiring emergency rescue medication, such as asthma inhalers or EpiPens, should be allowed immediate access for use. If you have questions, please contact your Relationship Manager.

Lunch Policy

Student associates are allowed to take lunch and other breaks according to the Job Partner's preference and schedule. Cristo Rey provides lunch options at school and students prepare and bring their lunch to work each day. Job Partners are encouraged to instruct the student associates about the lunch schedule on the first day of work. The CWSP Office expects that most student associates will take a lunch break at some point between 11:00 a.m. and 1:00 p.m. Generally, students have 30 minutes for lunch. Students may not decide to miss lunch intentionally in order to leave work early. If a student worker abuses the schedule to the dissatisfaction of the Job Partner, the Job Partner is requested to notify the CWSP Office as soon as possible. A student leaving the workplace or building unsupervised during his or her lunch break is prohibited.

The CWSP recognizes that lunch periods can help build team spirit and generate good dialogue in a relaxed setting with co-workers and that departmental lunches can further foster student learning, improve communication skills, and build rapport within the Job Partner workplace. In

instances where there are group lunches off-site, please give the CWSP Office advance notice and CWSP Staff can authorize permission for the student worker to leave the premises for these occasions. Due to the safe environment policy, all students must be accompanied by at least two staff members if leaving the premises by car for lunch or to an off-site meeting. If they are walking to lunch, the two-person chaperone rule does not apply.

Office Parties and Gifts to Students

Some Job Partners request that student associates participate in office parties or celebrations. The CWSP office will work with individual Job Partners to determine student worker availability, but student associates are not permitted to miss class to attend office parties. Additionally, student associates may not attend office gatherings that include alcoholic beverages. Appreciation for a job well done can be recognized through student evaluations and student worker recognition programs of the CWSP. Some considerations for an appropriate holiday or end of year student gifts include backpacks, company-branded T-shirts or 'swag,' laptop covers/sleeves, journals, water bottles, movie tickets, moderate gift cards (\$25-\$50 - Kroger, Target, iTunes, Amazon, etc.), books, purchase of Cristo Rey spirit wear or school uniforms. Not all Job Partners have the means to be able to provide gifts to the students, so we would appreciate it if Partners stay within the guidelines. ***Any gifts or special recognition is optional and at the sole discretion of the Job Partner.***

Service Days

Community service hours are considered part of the curriculum at Cristo Rey. We strive to cultivate a level of personal accountability and service to others as part of the formation of men and women for others in the Jesuit tradition. Students are encouraged to participate in one (1) company sponsored service day with their Job Partners per school year. We ask that advance notice of these service days be provided to your Relationship Manager as early as possible to allow for adequate scheduling and securing of parental permission.

DRESS CODE

Cristo Rey Atlanta Jesuit maintains a code of dress and grooming consistent with its character as an independent, Catholic, college-preparatory school and with the professional workplace. This code contributes to a seriousness of purpose, a constructive learning atmosphere, and the development of sound personal habits and a positive self-image. Students are expected to follow the same dress code for work as they do for school, regardless of the dress code at the workplace.

Prior to departing from school for work in the morning, CWSP Staff will be responsible for evaluating the students' attire and general compliance with the dress code to ensure a neat and professional appearance. Supervisors are not required to enforce the dress code; however, Supervisors are asked to notify CWSP if a student arrives for work in clothes, accessories, or in a physical condition that the Supervisor deems unprofessional or inappropriate for the workplace. CWSP will address the issue with the student as a violation of the school's dress code.

From time to time, Job Partners may require students to wear a company uniform, which must be approved in advance by the CWSP Office. Students will change into their uniform upon arrival to work. The CWSP does not allow students to participate in Company "Dress-Down" days.

Dress Code for MALE Students:

Pants/Belts	Charcoal gray dress slacks will be worn with black belt at all times. No large belt buckles are permitted
Shirts	White button-down dress shirts are permitted and must be tucked-in at all times. Undershirts should be white with no writing, images, and/or designs
Ties	Uniform ties must be worn at all times, cinched at the collar, with the top button buttoned
Blazers	Required after Columbus Day until May 1st. Students may wear the school sweater or vest under their blazer in cooler weather
Sweaters/Sweatshirts	Cristo Rey Atlanta Jesuit sweaters, cardigans, vests and Cristo Rey class-specific sweatshirts may be worn
Socks	Dress socks of an appropriate solid color, such as, black or navy are permitted
Shoes	Black dress shoes
Jewelry	Jewelry is limited to an appropriate necklace worn underneath the shirt and a watch. No earrings are permitted. No silicone bracelets with inappropriate printed comments or images are permitted
Grooming/Facial Hair	Students must be clean, neat and professional in appearance, and clean-shaven at all times. Sideburns must be above the earlobe
Hairstyle	Hair is to be neat, clean, properly combed of modest and professional length, and of a natural color. Hair should not cover a student's eyes.
Tattoos	No visible tattoos are permitted
Hats/Sunglasses	Hats, caps, visors, headbands, scarves and sunglasses are not permitted

Dress Code for FEMALE Students:

Pants/Belts	Charcoal gray or blue dress pants are permitted as well. No large belt buckles are permitted
Shirts	White button-down dress shirts are permitted and must be tucked-in at all times. Undershirts should be white with no writing, images, and/or designs
Ties	Uniform ties must be worn at all times, cinched at the collar, with the top button buttoned
Blazers	Required after Columbus Day until May 1st. Students may wear the school sweater or vest under their blazer in cooler weather
Sweaters/Sweatshirts	Cristo Rey Atlanta Jesuit sweaters, cardigans, vests and Cristo Rey class-specific sweatshirts may be worn
Tights/Socks	Solid navy, grey, black or white knee-high socks are permitted. Solid tights in navy, gray, black or white may be worn in cold weather. Designs or stripes are not permitted
Shoes	Black dress shoes
Jewelry	Jewelry is limited to one pair of tasteful earrings worn on the ear lobe, an appropriate necklace worn underneath the shirt and a single watch or bracelet. No nose, tongue, eyebrow, lip or any other facial or multiple ear piercings are permitted. No silicone bracelets with inappropriate printed comments or images are permitted
Grooming	Students must be clean, neat and professional in appearance. Make-up should be appropriate, modest, and tasteful. Fingernails must be clean, well-manicured and kept at moderate length. If nails interfere with regular typing, they are too long. Fingernails may be polished. Red, pink, and French-nails are generally considered acceptable. Fluorescent, jeweled, pierced or nail art is unacceptable
Hairstyle	Hair is to be neat, clean, properly combed of modest and professional length, and of a natural color. Hair bands, bows or ribbons are permitted but must be in school colors. Excessive hair ornaments or extreme hairstyles are not permitted. Netted, or bandana designed hair bands/bows are not allowed
Tattoos	No visible tattoos are permitted
Hats/Sunglasses	Hats, caps, visors, headbands, scarves and sunglasses are not permitted

Questions regarding student appearances should be referred to the CWSP Office.

JOB PLACEMENT REQUIREMENTS FOR STUDENTS

Should background checks, drug tests, medical screenings etc., be required by the Job Partner, the student's parent(s) or guardian(s) are expected to cooperate and provide any needed information and signatures to comply. The CWSP Office will assist Job Partners in completion of employment requirements as well.

Student Drug Tests

Some Job Partners may require drug testing of student associates. If so, please notify your Relationship Manager if the testing will be performed internally or if arrangements need to be made.

Non-Disclosure & Confidentiality Agreements

Some Job Partners require student associates to complete standard confidentiality, nondisclosure, and intellectual property agreements. If so, your Relationship Manager will assist in completion of such agreements.

Items Required at the Workplace

Job Partners may require students to carry a security badge, a card, or a key with them to work on their workday. Generally, the Job Partner issues such security items and students have the responsibility to safeguard them from loss. If a security item is lost by the student, he or she shall comply with the Job Partner's policy for the replacement of such item. If there is a cost associated with replacement, the Job Partner will notify their Relationship Manager to arrange payment.

Items Prohibited at the Workplace

Student worker use of personal cell phones, video games, ipads, and headphones are prohibited at the workplace unless specifically allowed by the Job Partner. Job Partners are asked to help to enforce this policy. The Job Partner will inform the CWSP Office if student associates use any of the aforementioned items.

Notwithstanding the rule above, with their supervisor's prior approval, students may use personal cell phones during the workday for a job-related task or to contact the CWSP Office regarding transportation or concerning a problem or issue at the workplace (e.g., student illness, etc.). Student associates are held to high standards of honesty and integrity by the CWSP. The CWSP has instructed student associates that the use of a Job Partner's telephone, Internet, office equipment, office services or office materials for purposes other than the completion of their specific job duties is strictly prohibited.

--

HOLIDAYS

School

The CWSP and Cristo Rey Atlanta Jesuit High School will follow the same calendar of holidays during the school year. Students will not report to school or to work on school holidays unless it is on a pre-approved Work Study Make-Up Day.

Job Partner

Students will not report to work on a Job Partner holiday. Students will report to school and work “In House” to perform job duties in the school on their assigned workday if it is a Job Partner holiday and not a school holiday. Job Partners are asked to inform their Relationship Manager of these dates as early as possible.

SUMMER WORK REQUEST

Many CWS Partners request that one or more of their students continue to work for them during the summer months. The only differences are that the fee paid will be a daily per diem amount (referred in the summer contract). The student will be permitted to keep the income earned less taxes and processing fees. Transportation to and from the work site is the student's responsibility. Participating companies will be billed semi-monthly and Cristo Rey will pay students on the 15th and end of each month.

Student associates are required to follow behavioral expectations that are consistent with CWSP rules and regulations during any summer work, including the school's Code of Conduct. Students must be in good academic standing to work during the summer. All summer student associates must attend a mandatory orientation at the school that reviews the expectations of summer employment.

If you are interested in hiring one or more of your student interns for the summer, you are asked to contact your Relationship Manager to make those arrangements by the end of the school year. Forms will be sent to you to set up the work schedule and payments for the student worker.

UNSATISFACTORY JOB PERFORMANCE

The CWSP has a vested interest in both the continued satisfaction of its Job Partners and the continued success of its student associates. The CWSP Office will act as a mediator in difficult situations between the Job Partner and the student worker.

Misconduct

Job Partners are requested to notify the CWSP Office as soon as possible regarding any incident of misconduct involving a student worker. The CWSP expects student associates to conduct themselves in a mature, professional manner. Incidents of misbehavior by student associates in the workplace are treated very seriously. Student behavioral problems occurring at work will be dealt with on an individual basis.

Termination

If a Job Partner requires that a student be removed from a job, then the CWSP will comply with the Job Partner's request and promptly remove the student from the job. The CWSP may choose to remove a student worker from the workplace at any time if it reasonably deems a student unable to fulfill the work required by the Job Partner satisfactorily. If a student is removed from a job, CWSP will attempt to replace the student with a new student as soon as possible, ideally within ten business days from the time the removed student last worked.

After a student is removed from their job due to non-performance, they will receive Job Re-Training in preparation for returning to work at an alternative CWSP placement. Should a student be terminated twice from a job during their time at Cristo Rey Atlanta Jesuit, he or she will be asked to leave the school.

SEXUAL HARASSMENT & NON-DISCRIMINATION STATEMENT

The CWSP requires and expects that all Job Partners treat student associates with respect. For the safety of its student associates, and in conjunction with the Job Partner's own policies, the program is very sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student associates based on gender, race, culture, or religious beliefs and CWSP reserves the right to remove student associates if necessary.

Student associates have very specific and clear procedures for reporting incidents of inappropriate behavior at school and at work. If a student worker reports any incident, the CWSP Office will contact the Job Partner to evaluate and discuss the situation. If there is a question of sexual harassment on the part of a student worker, the supervisor should contact the CWSP Office immediately.

Non-Discrimination Statement:

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, nationality or ethnic origin, age, religion, disability or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.