Cristo Rey Philadelphia Corporate Work-Study
General Program Policies & Procedures

More information regarding these policies can be found in the Supervisor Roadmap

Supervisor Roadmap

All supervisors will be provided with a Supervisor Roadmap. This will also be posted on our website, under "Work-Study - Supervisor Resources." You can find the following information in the Roadmap:

- All Work-Study policies
- Sample schedules & job descriptions
- Examples of daily tasks students can be assigned
- Resources for successfully mentoring youth

Student Work Rotation:

MONDAY	Freshmen Work Day
TUESDAY	Sophomore Work Day
WEDNESDAY	Junior Work Day
THURSDAY	Senior Work Day
FRIDAY	No CWSP Rotation

Arrival: Between 9 am and 9:15 am
Departure: Between 3:15 pm and 3:30 pm
(2:45-3:00 for suburban locations)

🚗 Students travel to and from work, via school bus, van or subway

⏰ Students should be reporting to work on time. You will hear from CWSP if there is a delay in student arrival. ***For safety reasons, please contact your Account Manager if your student is late arriving in the morning without notification from Work-Study.***

☎️ No student should leave work early unless you hear from CWSP

****Missed Work Days**: All Cristo Rey students are required to make up a missed work day. Make up days are scheduled when Cristo Rey Philadelphia is not in session, either at the job site or by completing a community service activity. Scheduling the make-up day will be done through the Account Manager.

❄️ ****Inclement Weather:** Cristo Rey Philadelphia follows the Archdiocese of Philadelphia regarding school closings or delayed openings due to inclement weather. You will be notified by the Work Study Department as soon as a decision is made regarding a school delayed opening or closing.

Student Daily Schedule:

✅ Students should arrive on time, in uniform and ready to work

✅ Students should receive a short break in the morning and in the afternoon

✅ Students should receive a lunch break; the duration is up to you - common lunch breaks are a half hour

Cristo Rey provides a bag lunch to each student or students may bring their own lunch from home - Door Dash or other meal delivery services are not permitted

✅ Students should remain on your campus for all breaks and lunches

Please contact your Account Manager if you would like to arrange to bring your student off site for lunch or an event

📋 Please see your Supervisor Roadmap for examples of daily work schedules

Student Dress Code:



Your student should be reporting to work in full school uniform

*Full school uniform guidelines are in your Supervisor Roadmap

Please reach out to your Account Manager if you require your student to wear an alternative dress code

Timecards:

✔ All students are required to complete an electronic timecard at the end of each work day. This is a Department of Labor requirement to track the time spent at work during the school day.

✔ Supervisor timecard ratings are also the primary means of tracking student performance and following up on student issues in the workplace.

✔ Our goal is 100% student timecard submission, 100% supervisor timecard rating, with 98% of our students either **meeting** or **exceeding** expectations.

Extra Support for our students at Cristo Rey

📋 **Improvement Plans**: if a student is failing to meet your expectations we will place that student on a an Improvement Plan.

- The purpose of this plan is to help students recognize when their work performance is failing to live up to expectations and to develop an action plan to improve this performance, providing an opportunity for the student to learn and grow as a young professional.
- The development of this action plan includes all involved parties: supervisor, student, parent/guardian and account manager.
- The end result is a very clear and defined plan of action for the student to follow at work, with the end result being an improvement of that student's overall work performance

📓 **Academic support for Corporate Work Study**: Freshmen and Sophomores take an elective class designed to support and enhance the professional skills they are learning at work:

- Freshmen: Cristo Rey Seminar
- Sophomore: Business Literacy

🌻 **Counseling support for the whole student:**

Cristo Rey Philadelphia High School includes a full counseling department to support our students social and emotional learning needs:

- Developing the skills necessary for success
- Helping to identify and remove barriers to success
- Celebrating goals that are set and achieved knowing that those goals are aiding in the development of the full student