



**DonBoscoCristoRey**

*High School and  
Corporate Work Study Program*

# **Corporate Work-Study Program Supervisor Handbook**

**2025-2026**

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### DBCR & CWSP General Information:

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## **Corporate Work Study Program Overview**

The Don Bosco Cristo Rey High School and Corporate Work Study Program provides high school students with real world work experience while enabling them to earn a large portion of their tuition scholarship.

The Corporate Work Study Program (CWSP) is an integral part of their educational experience at Don Bosco Cristo Rey High School (DBCRHS). We require our student workers to commit themselves to high standards of responsibility and behavior.

The CWSP partners with companies and organizations to fill entry-level positions. Students are assigned to work at a partner organization one work-day a week without missing any instructional time. Students are assigned to jobs, and in return for the students' work, each Partner formally agrees to pay the CWSP a fee. Instead of receiving a check for their net earnings, student workers assign (by contract) their earnings to Don Bosco Cristo Rey to help offset the cost of their education.

Student workers are employees of the Don Bosco Cristo Rey Corporate Work Study Program and not employees of the student's assigned company. Student workers are not eligible for the assigned company's employee benefits unless specifically told so by their supervisor. Since the employment of the student workers is through Don Bosco Cristo Rey Corporate Work Study Program, students, parents or guardians should not directly contact the supervisors or other staff of the student's assigned partner organization.

This Handbook outlines the expectations for all who participate in Corporate Work Study Program. Requests for clarification of any part of this handbook should be addressed to your respective Relationship Manager.

The policies in this handbook represent a framework. It is not exhaustive and not be considered comprehensive of all organizational policies. Statements in this handbook are subject to amendment at any time.

## **Student Worker Placement and Onboarding**

The CWSP determines all Partner job assignments for student workers based on Partner needs and student experience and interests. We strive to provide you with a balanced team of students in terms of maturity level and work experience.

### **Physicals and Specialized Testing**

DBCR requires that student workers receive general physicals and have up-to-date immunizations. If your organization requires more specialized testing, please notify CWSP. Although we cannot perform these tests, we will obtain the necessary parental approval and facilitate the completion of the onboarding requirements.

### **Background Checks and Security Clearances**

Employers requiring background checks and security clearances are asked to inform CWSP as soon as possible of the need and communicate all requirements so that we can work with the students to fulfill work requirements in a timely manner.

### **Work Permits**

The Department of Labor requires that organizations employing workers under the age of sixteen obtain a work permit from the student's educational institution. We maintain the original forms. If a Partner needs a copy, one will be provided. All student workers employed by CWSP are at least fourteen years old and deemed eligible to work according to the United States Department of Labor regulations.

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

Student workers are considered employees of CWSP, therefore it is the responsibility of our program to carry Workers' Compensation coverage for them. CWSP also holds liability coverage for itself and the students, as stated in the Corporate Partner Agreement. Students do not have any rights or access to the Corporate Partner's personnel benefits and/or insurance policies.

## Work Day Schedule

Each student worker is expected to work a full six to eight-hour day, on each scheduled workday. Due to changing and alternate schedules for each office, we understand that this may not be feasible. Please notify us with specific hours the student worker is to be on the worksite. Unless specified, student workers will arrive at work between 9:00 a.m. and 9:30 a.m. and will depart from work between 4:00 p.m. and 5:00 p.m. Each student worker is notified of the schedule when they receive a job assignment. Specific calendar days when student workers report can be found [on page 16](#).

## Lunch Time and Breaks

In order to comply with Labor requirements, students ages 14 and 16 must be provided the following minimum accommodation for lunch and breaks:

- One 15-minute break in the morning before lunch;
- One 15-minute break in the afternoon after lunch;
- One 30- minute lunch break.

Student ages 14 and 15 **may not negotiate** these terms (unless the terms are more generous) or decline breaks or lunch for any reason. Breaks are not to be added to a lunch break or reserved for the end of the day in order to leave early. Student workers are not to take the bus or metro or ride in a car to leave the work site during lunch or breaks.

The timing of lunch and breaks is in accordance with the Partner's preference and schedule. Partners are encouraged to instruct the student workers about the schedule on the first day of work. If a student worker abuses the schedule to the dissatisfaction of the Partner, please notify your designated CWSP Relationship Manager as soon as possible. During the school day, the student workers eat lunch between 11:00 AM and 1:00 PM.

## Transportation

The Corporate Work Study Program provides funding or transportation for students to get to and from work via public transportation, school vehicles, and occasionally cabs or Ubers. If a supervisor notices that a student is habitually early or late, please notify CWSP so that we can address the issue.

**Metro Service:** The majority of students will be taking public transportation to their job sites. We have planned for all students to arrive at work around 9:00am. Do not hesitate to contact your Relationship Manager or the CWSP phone or e-mail line with any concerns.

**Transportation:** Students who are driven via school vehicle are dropped off and picked up at the same time and location each workday.

**End of Day:** At the end of the workday, it is the student's responsibility to report to the assigned pick-up location on time if they are riding a DBCR van, or to transport themselves home via public transportation. Supervisors are not responsible for assisting students in transportation home.

**If students are assigned to return to DBCR in a bus or van they MUST ride home in the shuttle. They are not to leave work on their own or be driven home by anyone other than the DBCR driver.**

Some student workers may be picked up from work by a parent/guardian. Students must remain at work at during the agreed upon work hours unless given prior approval by both the supervisor and the CWSP

department. **Student Workers are not to be released before their designated work end time without consent from the CWSP. Please let us know if students are asking to leave work early for any reason.**

## **Attendance**

Each student worker is **expected to attend work each and every assigned work day**. CWSP has strict rules and penalties for student workers missing work for any reason other than illness or family emergency. Students must make up any missed days in a timely fashion, including days missed for illness or family emergency. (See "Make-Up Days" section below.)

### **Absences**

**If a student worker is ill and will be absent from work: the parent/guardian is expected to inform the CWSP via the by 8:00 AM.** The supervisor will receive an automated email from the CWSP Team informing them that their student worker will not be present on that day and will need to make up the missed workday.

### **Tardiness**

If a student worker is tardy to work, the Partner is asked to notify their Relationship Manager and the subject will be addressed with the student worker. Repeated lateness to work will result in attendance probation.

### **Early Departures**

**No student worker should be dismissed until arrangements are confirmed with CWSP office. Students are not permitted to leave early for school activities, sports, or other events unless pre-approved by the CWSP Office.**

If a student worker becomes ill while at work, supervisors are to follow the procedure below. It is the responsibility of CWSP to arrange transportation from work for an ill student worker. If a student worker leaves work early for any reason, then the student worker will be required to make up the hours.

- The supervisor calls their designated CWSP Relationship Manager. If the Relationship Manager is not available, please call DBCR at 301-891-4750 and request to speak with the CWSP team.
  
- CWSP will contact the parent or guardian of the student to ensure the student may go home and by what means (e.g., a parent may permit Metro or may wish to pick up the student at the workplace).
  
- CWSP will contact the supervisor with verbal permission from parent/guardian and tell supervisor whether the student may leave alone or wait for parent or other arrangements.

### **Weather-Related School/Work Closings**

In the event of inclement weather, **DBCR follows Prince George's County's schedule for school closures** unless the students and staff are notified otherwise. If the school is closed, then student workers will not report to work and the day will not be made up, since this counts as a school closing. If inclement weather arises during the day, the CWSP defers to the Partner's office policies on early dismissal. When Prince George's County calls for 2-hour delays, the students will report to work between 10:00am and 11am.

## **Make-Up Days and Deadlines**

CWSP has designated several days on the school calendar for student workers to make up missed workdays. Missed workdays do not carry over from one semester to another. First Semester days must be made up by December 19 and Second Semester days must be made up by June 19. Student workers are required to make up missed days during a school vacation period at the *convenience* of the Partner. It is the student workers' responsibility to speak with their supervisor and negotiate a make-up day. Students **MUST** complete the Missed Work Day form in advance of the make-up day. If the student does not make up the day they will be charged a fine. Students must pay off their balance before beginning the next school year and/ or receiving final documents.

## **Partner Holidays/Office Closures**

If a Partner has a business holiday, offsite meeting or other office closure, and student worker's services are not required, we request that the Partner inform CWSP with as much lead time as possible. The Program prefers to have its student workers work on all scheduled days and will find tasks for student workers to perform at school or at surrounding non-profit organizations. CWSP sincerely appreciates Partners who wish to include student workers in their office celebrations, provided the event falls on a student worker's workday and does not involve alcohol. Due to the student workers' rigorous academic schedules, student workers are permitted to leave school on a non-workday for holiday parties or end of year celebrations on an individual case basis.

## **Special Events on Non-Workdays**

As with office celebrations, we ask that Partners extend invitations to special events on workdays only. If there is a special event that the Partner believes would be especially beneficial or fulfilling to the student, the supervisor should contact the Relationship Manager to facilitate this request.

## **Off-Site Activities**

If Partners are interested in taking a student worker off-site for special circumstances, such as an off-site meeting or corporate partnered special event, we will need a permission form signed by the parent and Partner. Work with your respective Relationship Manager to facilitate this request. This process takes at least one week so we ask that supervisors be cognizant of the timeline. The request forms can be found by contacting your Relationship Manager.

# Safety and Emergencies

## Medical Concerns at Work\*

Corporate Partners are not to administer medication at work for any reason. All medications, including over-the-counter medications, (i.e. Tylenol, Ibuprofen) must be approved by the school nurse. Any student worker requiring rescue medication, such as asthma inhalers or EpiPen's, should be allowed immediate access for use. If a student worker gets sick while at work call the CWSP line to determine next steps. If you have questions, please contact CWSP, and in case of emergency or severe illness do not hesitate to call 911.

*\*CWSP will notify the supervisor if a student worker placed at their company has any medical conditions that would impact him or her on the workday.*

## Harassment

CWSP expects that all Partners treat their student workers respectfully and in compliance with all federal and state regulations. For the safety and well-being of its student workers, and in accordance with federal, state, and local laws, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student workers based on gender, race, culture or religious beliefs and reserves the right to remove student workers if necessary. If a student worker reports any incident, CWSP will remove the student workers from his or her workplace, and they will not be allowed to return until the matter is resolved. CWSP will contact the Partner to evaluate and discuss the situation, and a prompt and thorough investigation of any alleged incident will be conducted. CWSP will work with the Partner's human resources department to resolve the situation according to the guidelines of both organizations.

## Emergency Procedures

In the case of minor injuries, please follow workplace procedures already in place. Follow up with your assigned Relationship Manager via e-mail within 24 hours with a short incident description.

In case of a serious accident, illness, or other emergency please:

- Call 911.
- Ensure Safety and security of student worker. Please treat the student worker like any other employee in an emergency situation.
- Call CWSP line- 301-891-4750.
- The school will contact a parent/guardian.
- Report the incident in writing to CWSP within 24 hours.

## Evacuations due to Fire, Terrorism, or Non-weather related events

Each company has its own procedures for building evacuations due to fire, terrorism, etc. These procedures include exit, staging, and check-in procedures. Student workers should follow the evacuation procedures of the company.

**If you experience an Evacuation Emergency, call 301-891-4750 as the student worker leaves the building.**

**All students undergo mandatory United States Department of Labor safety training on an ongoing basis. These trainings take place during the summer orientation program, during regular metro training, online using AES web training, through guest lectures and counselor-led workshops.**

## **Technology Policy**

Students are not allowed to use their mobile phones and/or other electronic devices during work hours without their direct supervisor's prior approval and authorization. Students can use a mobile phone and/or electronic device during lunch and free time in a pre-approved area. Students are not to be using social media unless it relates to the job assignment. Any questions or concerns regarding use of electronics or technology should be directed to your CWSP Relationship Manager.

## **Solicitations**

Student workers are expected not to ask for or accept jobs, rides home, lunch (unless regularly provided for all employees) or money from assigned partner organization or personnel at the assigned partner organization. Solicitations can result in termination from the job.

## **Holiday/Summer Employment**

Partners have the option of hiring student workers directly during their summer break and/or school holidays. The Partner is responsible for all administrative aspects of the employment. Partners pay the student worker directly.

## **Dress Code at Work**

We want our student workers to look professional at all times! Although student workers perform their work for various Partner organizations, they are employees of the Corporate Work Study Program. This means that at all times, students must be in their Don Bosco Cristo Rey uniform while at work. By having our students in full uniform, they are easily identifiable as high school interns and not employees of your company. This is meant to protect the students and your employees from any possible miscommunication or misconduct and will ensure that our students are visibly identifiable as high school interns.

CWSP staff members are responsible for evaluating the student workers' attire to ensure a neat and professional appearance. Partners are not required to enforce the dress code but are welcome to remind students of the agreed upon expectations. However, Partners are asked to notify the CWSP if a student worker arrives for work out of dress code or in clothes, jewelry or with a physical appearance that the Partner deems unprofessional or inappropriate for the workplace.

Although students perform their work at their assigned job site, they are 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 DBCR dress code.

**Professional Dress Code\***

	<b>Yes</b>	<b>No</b>
<b>Pants/Skirts</b>	Black trousers and skirts (cotton, wool, or similar material)  Skirts must be knee length or longer.	Work pants, cargo pants, khakis, jeans, leggings
<b>Socks/Tights</b>	Dark professional calf length socks with pants.	Non-black socks; socks with images/patterns.
<b>Belts</b>	Solid black and worn at all times for men.	Non-black belts
<b>Shirts</b>	Collared, long-sleeve, solid color dress shirt or blouse, tucked in for men, below the waist for women. Sleeves ¾ length, full, or short acceptable for women.  <i>Monday Only: DBCR Polo acceptable</i>	Shirts with designs, patterns, beadwork, logos, unbuttoned shirts, visible undergarments, rolled sleeves, sleeveless, or tube top.
<b>Shoes</b>	Black dress loafers or shoes (i.e. Sperry's), modest heels to 2 ½"	Sneakers (solid or with designs), cros, construction boots, sandals, flip flops, boots with skirts, platform shoes, heels higher than 2 ½", open toe, or mesh.
<b>Ties</b>	Ties and bowties (men)	
<b>Outerwear</b>	DBCR Vest	Hoodies, sweatshirts, jackets with logos, patterns, images
<b>Grooming/ Hygiene</b>	Natural hair colors, professional hair styles; black or gold head scarves acceptable for women.	Bright colored hair, shaved patterns, shapes, or designs, hairnets, hats, bandanas, hair bonnets.
<b>Jewelry and Make-Up</b>	Professional and in moderation.	Nose and eyebrow rings. Visible tattoos.

## Timesheets and Supervisor Feedback

To ensure that all student workers are accountable for the time worked and comply with Federal Department of Labor requirements, we require students to complete a timesheet for each day they work. These electronic daily performance evaluations are used to assess student grades, facilitate communication between the supervisor, student and Don Bosco Staff and ensure the integrity of our program. **We ask Supervisors to allot 5-10 minutes at the end of each workday for the student to complete the timesheet.** Timesheets are completed by the students electronically through an online portal. The timesheet submission triggers an automated e-mail with a link for the pending approval on the Supervisor's end. The supervisor also completes the timesheet approval and feedback through the same online portal.

Student Requirements:

- 1) The student workers are responsible for checking in with their supervisors the moment they arrive, each morning as well as before and after lunch. In this way, Supervisors will be able to confirm student hours as entered on the daily timesheet.
- 2) Students **must complete the timesheet prior to leaving for the day.**
- 3) Students must additionally make remarks about their day in the “Activities” section of their timesheet. This is critical for both CWSP information and student learning and retention.
  - Ensure that time is entered accurately.
  - Approve timesheet by entering a student “ranking” from “Far Exceeds Expectations” to “Unacceptable.”
  - On a daily or weekly basis, **provide feedback on how the worker performed the job**, how the task contributes to the work of the office or other information the supervisor deems useful for the Student and CWSP.

## Overall Performance Feedback

As part of the Cristo Rey Network of schools, Don Bosco Cristo Rey requires that supervisors evaluate their students on a biannual basis. Mid-year evaluations and end-of-year evaluations are followed up by a discussion with the student worker. This feedback is vital not only to the national Cristo Rey Network but to individual students’ professional development. These evaluations are opportunities to identify critical areas of improvement. For students who are high performers, we also recognize their accomplishments after the mid-year evaluation at a school-wide assembly.

**Evaluations are sent via e-mail and completed electronically.**

## **Regular Communications with Relationship Managers**

Students are required to always present themselves in a professional and respectful manner with everyone at work. There is no excuse for poor behavior. Partners are encouraged to provide student workers with the Employee Handbook for your company.

Student workers are expected to conduct themselves in a mature manner consistent with the expectations of the workplace and DBCR's code of conduct. Relationship Managers will visit each partner organization twice per year. They will also check-in by phone or e-mail during the semester. Students are expected to reach out to their Relationship Managers with any questions or concerns regarding work. Suppose a supervisor finds that a student worker's performance does not meet expectations, or the student is not acting in a professional manner. In that case, the Partner should contact the assigned Relationship Managers. The Supervisor and Relationship Managers will work together to coach the student on improving performance and behavior. Additionally, the CWSP Business Curriculum Teacher may be brought in to work with the Student and Supervisor.

## **2025 - 2026 Work Study Calendar**

### **Holidays & Key Dates**

Monday, September 1 | Labor Day | No Work

Monday, October 13 | Indigenous People's Day | No Work

Tuesday, November 11 | Veteran's Day | No Work

Wednesday, November 26 – Friday, November 28 | Thanksgiving Break | No Work

Monday, December 22 – Friday, January 2 | Christmas Break No Work

Monday, January 19 | Martin Luther King Jr. Holiday | No Work

Monday, February 16 | President's Day Holiday | No Work

Thursday, March 2 – Friday, April 10 | Easter Break | No Work

Monday, May 25 | Memorial Day Holiday | No Work

Thursday, May 28 | DBCR Graduation Day | No Work

### **Student Worker Employment Schedule**

Monday: 9<sup>th</sup> Graders attend work

Tuesday: 12<sup>th</sup> Graders attend work

Wednesday: 10<sup>th</sup> Graders attend work

Thursday: 11<sup>th</sup> Graders attend work