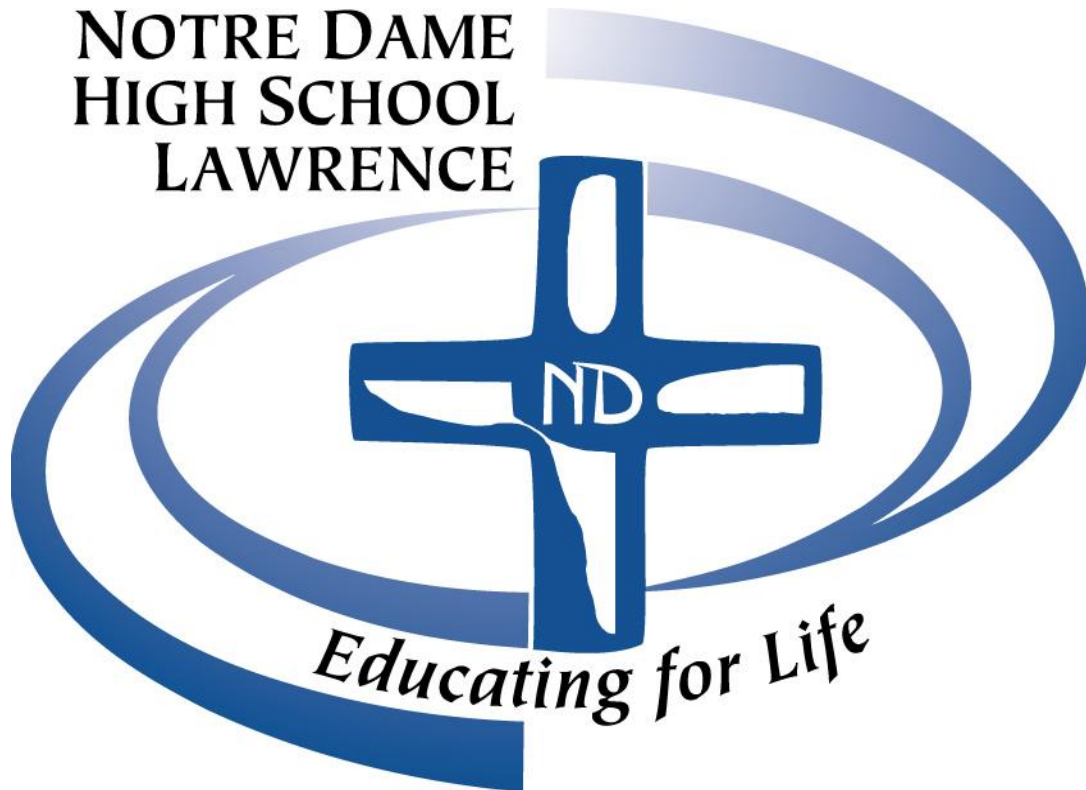


Corporate Work Study Program

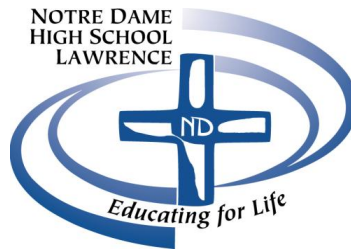
NOTRE DAME
HIGH SCHOOL
LAWRENCE



EMPLOYMENT PARTNER HANDBOOK 2011-2012

207 Hampshire Street
Lawrence, MA 01841
Main Telephone: 978-689-8222
Fax: 978-689-1967

Notre Dame High School Web Site: www.ndhslaw.org
Cristo Rey Network Web Site: <http://www.cristoreynetwork.org/>



Signature Page

I acknowledge that I both received and read the Notre Dame High School Employment Partner Handbook. I agree to follow the policies set forth in this handbook and will direct any questions or concerns regarding these policies to a Corporate Work Study Program staff member.

I also recognize that the Corporate Work Study Program staff reserves the right to modify this handbook at any time and will notify me via email about any changes. I agree to notify the Corporate Work Study Program staff promptly about any changes in my organizational structure including telephone numbers, and/or email addresses so that the Corporate Work Study Program staff may keep in contact with the correct people at my organization.

Signed: _____ Date: _____

Signature

Name (Please print)

Position

Company Name

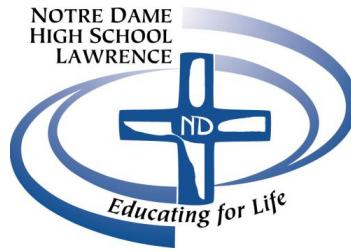
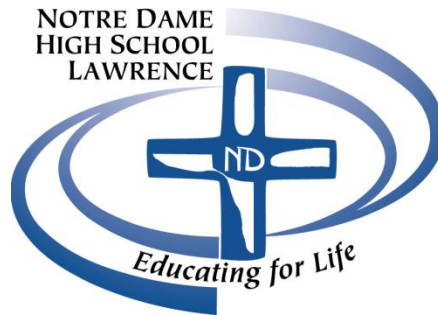


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ADDENDUM

- NDHS Corporate Work Study Program Absence Make-up Form
- NDHS Corporate Work Study Program 2011 - 2012 Calendar
- NDHS CWSP Holiday/Weekend/Summer Worker Request Form (2 forms)
- NDHS CWSP Monday Work Rotation Schedule



OUR MISSION

In the tradition of the Sisters of Notre Dame, Notre Dame High School provides a Catholic, affordable, culturally sensitive, college preparatory education enhanced by professional work experience for young men and women from families with limited income.

OUR VISION

Notre Dame High School will be known for graduating confident, academically successful students who are spiritually rooted, intellectually curious, active community and global citizens and college graduated leaders.

OUR CORE VALUES

Goodness of God

Education for Life

Integrity

Respect

Family

Community

Introduction

Welcome! Whether you are a new or returning Employment Partner, we thank you for providing Notre Dame High School (NDHS) students with the opportunity to contribute to the success of your organization and to gain meaningful work experience.

This Employment Partner Handbook provides you with information about how the Corporate Work Study Program operates on a day-to-day basis and supplements the contract your organization signed. Our policies and procedures follow standard business practices and customs. New students attend a two-week summer training program and returning students attend a one day refresher training program. All students are aware of the Corporate Work Study Program's high expectations.

The Corporate Work Study Program staff members will periodically update you via email about any dates for events for Supervisors and Employment Sponsors. We welcome your feedback about how to make these communications more effective. We also welcome any other feedback or suggestions about how we can continuously improve the Corporate Work Study Program.

The Corporate Work Study Program staff members support both our Employment Partners and our students. Please do not hesitate to contact us if you have an issue with a student. The Corporate Work Study Program staff members are here to help, however, we cannot fix problems of which we are not aware. Furthermore, please communicate any problems or issues to us as soon as they arise. We find that it is much easier to handle an issue immediately rather than waiting until a much larger problem develops. Although students work for your organization, the students are actually employees of the NDHS Corporate Work Study Program. Ultimately, the students are our responsibility.

The Corporate Work Study Program staff reserves the right to modify this handbook at any time and we will notify you via email about any changes. Please notify us promptly about any changes in your organizational structure including telephone numbers, and/or email addresses so that we may keep in contact with the correct people at your organization.

Thank you again for being an Employment Partner!

How Students Are Assigned

The Corporate Work Study Program staff members work over the summer to match students to their jobs. The job description you provide to the staff guides the students' placements. New students are assigned based upon close observation during the summer training program and other assessments.

Returning students are assigned based upon the preferences of the Employment Partner, the student, and the overall needs of the Corporate Work Study Program. Some students prefer a new experience every year, some stay with the same Employment Partner for all four years, and most fall somewhere in-between. The Corporate Work Study Program staff contacts Employment Partners in August with the names of their assigned student(s).

Most students remain at their job placement for the entire school year. However, the Corporate Work Study Program staff may change a student's assignment, if necessary, after consultation with the Employment Partner. If the Corporate Work Study Program staff is unable to replace a student who withdraws from NDHS or a student who cannot remain in the assigned position, the Employment Partner's fee can be reduced pro rata at the Employment Partner's request.

Student Site Visits

The Corporate Work Study Program staff sets aside the third week of August for students to visit their assigned work sites. A site visit enables the student(s) and the Employment Partner to meet before the student(s) begin to work. Some Employment Partners prefer to have all students (new and returning) attend a site visit. Some Employment Partners request that only new students attend a site visit. Other Employment Partners choose for the students to wait until their first day of work before visiting the site. Due to the variety of the students' work schedules (see page 13), the date of the site visit is often the only day all year that all of the students working for a particular Employment Partner are together at the work site.

The Corporate Work Study Program staff will transport any student(s) to and from the site visit. A typical site visit includes a tour of the facility and the student's work area. Supervisors should highlight the responsibilities of the position, clearly outline expectations, and address any specific policies and rules. Supervisors should describe their role as a supervisor to the students. Additionally, it is helpful if supervisors make an attempt to get to know the students a little (hobbies, interests, favorite subjects, career aspirations, etc.).

The Corporate Work Study Program staff will contact you in August to determine if and when you would like to schedule a site visit or any other orientation program.

Corporate Work Study Program Staff Member Site Visits

Each year, Notre Dame High School Corporate Work Study Program staff members must conduct regularly scheduled site visits for all locations in which we have student workers. These site visits are necessary to ensure that all students are employed in compliance with the applicable child labor and minimum wage provisions of the Fair Labor Standards Act. The Corporate Work Study Program staff member must complete a Site Visit Documentation Form that certifies that he/she saw the site and believes that it complies with the child labor laws. A Notre Dame High School Corporate Work Study Program staff member will make every effort to schedule the required site visit at a time that is convenient for both you and your team.

Dress Code

Students are required to wear their Notre Dame High School uniforms to work. Wearing the uniform both ensures that the students arrive professionally dressed and it also helps to promote the Corporate Work Study Program. During morning check-in, the Corporate Work Study Program staff checks to make sure all students comply with the dress code. If your workplace has more formal or more casual requirements, you must contact a Corporate Work Study Program Staff Member to discuss the matter. Once permission is granted, the Corporate Work Study Program staff will check the student's attire against any specified requirements.

You are not required to enforce the dress code, but you may certainly mention any issues or concerns to a student. We ask you to please notify us if a student arrives for work dressed in a way you deem unprofessional or inappropriate for your workplace.

Daily Work Schedule

Students are expected to work approximately 8 hours on their workdays (with the exception of the half-day before the Thanksgiving and Christmas vacations or any days NDHS starts late or ends early due to weather or any other emergency circumstance). Van drivers typically drop off students between 8:00 a.m. and 9:00 a.m. and pick the students up 8 hours later. In the contract, we asked you to provide your earliest, latest, and preferred morning drop off time in an effort to accommodate your schedule. We ask for your patience at the start of the school year while transportation routes are settled. Once settled, if the van schedule is problematic, please contact the Corporate Work Study Program staff to discuss alternative solutions.

Students are responsible for monitoring their time. Students should arrive promptly at their workspace upon drop-off and check in with their supervisor. In the afternoon, the students should report to their supervisor or a mutually agreed upon alternate before leaving. While the students are responsible for monitoring their own time, we do ask that you monitor the students to ensure that an individual student does not develop a habit of arriving late to the job site or leaving the job site early.

Please contact the Corporate Work Study Program staff if a Student needs to work away from his/her normal job site and please ensure that the student returns to his/her usual site for van pick-up.

Time Cards

To ensure accountability, please complete a time card for each student each workday. The time card should indicate the student's arrival time, lunch in/out, and departure time. Comments about the student's performance may also be included on the time card; the Corporate Work Study Program staff logs and tracks any comments along with the daily evaluation score. The Corporate Work Study Program staff communicates schedule and other news on the time cards, so please be sure to read the time cards each day. If you would prefer that your comments remain confidential or if you simply prefer to receive and to report the time card results via email, please contact us.

Lunchtime and Breaks

All students are required to follow the lunch and break schedule followed by the other employees at the work site. All students are required to tell their supervisor when they leave and when they return from lunch or a break.

All students are responsible for providing their own lunch. Students may bring a lunch from home, order in, or use any available company cafeteria facility. Students cannot leave the work site for any reason unless the Supervisor has discussed the absence with a Corporate Work Study Program staff member. Similarly, friends or family of the student may NOT visit the student at work

without prior written approval from the Corporate Work Study Program staff. Such visits should rarely, if ever, occur.

Attendance and Absences

The Notre Dame High School Corporate Work Study Program takes our contractual obligation to you, our corporate partners, very seriously. Each student is expected to work every day that he/she is assigned. If a student is absent, late, or dismissed early from the workplace for any reason, he/she must make up any missed days or hours unless otherwise excused by you, the corporate sponsor. Please see the “*Absence Make-up Form*” in the ADDENDUM SECTION of this Handbook for details about the make-up procedure.

The Corporate Work Study Program staff will notify you in the morning if a student will be absent or late. The student should also call the workplace. Please make sure the Corporate Work Study Program staff has all updated contact information for each supervisor. If a student is absent and you have not heard from a Corporate Work Study staff member, please notify the Corporate Work Study staff immediately.

Students may **not** ask their supervisor for time off unless the student presents a written approval from the Corporate Work Study staff member. Requests for time off should rarely, if ever, occur.

Illness at Work

If a student becomes ill at work, please call a Corporate Work Study Program staff member. A staff member will speak with both you and the student to assess the seriousness of the situation. The Corporate Work Study Program staff tells students NOT to go to work if they know they are really sick. Sometimes, a student may only need a snack or a brief rest to work through the remainder of the day. **Please do not give the student any Tylenol, aspirin, or any other over-the-counter medication; the school is not allowed to dispense medication and that rule extends to the work sites.** If the student needs to leave the workplace, a Corporate Work Study Program staff member will arrange pick-up transportation for the student. **Please do not release a student on his/her own recognizance.**

If a parent/guardian provides the Corporate Work Study Program staff with information about a student’s medical condition that is relevant to the student’s work study position, a Corporate Work Study Program staff member will provide this information confidentially to the student’s supervisor.

Cell Phone / Electronics / Internet Usage

Students must follow the employment partner’s policy regarding the use of the Internet and office equipment such as computers. **Students are NOT allowed to use the Internet for any purpose other than work-related research unless their supervisor authorizes an alternate purpose. Additionally, the students may not use their personal cell phones, iPods, MP3 players, or any other personal electronic during their workday.** If a student uses his/her personal electronic device or phone, we ask you to speak directly to the student and to notify our office. If the

behavior continues, you may confiscate the student's personal electronic device or phone and return it to him/her at the end of the workday. Inappropriate use of electronic technology will result in disciplinary action that may include termination.

Please provide students with any written Guidelines or Code of Conduct that your organization provides, including those about email etiquette, online etiquette, and acceptable Internet use. Students are expected to read, to understand, and to follow any provided guidelines.

School Activities & Sports

A student may not miss work to participate in any NDHS activities or sports. On a rare occasion, a student may be asked to represent NDHS at an event that falls on a workday. Such an absence will be coordinated in advance with the Corporate Work Study Program staff.

School Holidays and Make-up Days

NDHS schedules fewer holidays than most schools and we ask our Employment Partners to allow the students to miss these days. A copy of the "*Corporate Work Study Program 2011-2012 Calendar*" can be found in the ADDENDUM SECTION of this Handbook and is also available on the NDHS website. If an Employment Partner needs students to work on a scheduled school holiday, please notify the Corporate Work Study Program staff as soon as possible and the Corporate Work Study Program staff will address this situation.

The Corporate Work Study Program students **ARE** available to **WORK** on the following holidays unless your company is closed:

Columbus Day
Veteran's Day
Good Friday

Christmas Vacation:

The Corporate Work Study Program shuts down at 12:00 on December 23 through New Year's Day. Students may make-up any missed time at work during this vacation with his/her supervisor's approval, but they must provide their own transportation to work.

February Vacation:

The Corporate Work Study Program is open and **WORKING** during the February school vacation. **ALL students work on their regularly scheduled work day** and students may be able to make-up any missed time at work during this vacation with his/her supervisor's approval.

April Vacation:

A student only has to work over the April school vacation if he/she has any time to make-up from missed time at work or snow days for entire classes.

The Corporate Work Study Program requests that Employment Partners allow students to make-up any of their absences from work during any school holidays or vacations. Additionally, the Corporate Work Study Program staff requests that students receive no personal pay for any make-up work.

Please note: there will be some days when classes are not held at NDHS, but the Corporate Work Study Program has a scheduled workday. Similarly, early dismissal days at school are full workdays for the Corporate Work Study Program, with the exception of the half-days before the Thanksgiving and the Christmas breaks.

Employment Partner Holidays

The Corporate Work Study Program prefers to have students work on all scheduled days, but sometimes an Employment Partner has a business holiday or special meeting day when a student's services are not required. Please contact the Corporate Work Study Program staff with as much lead-time as possible so the Corporate Work Study Program staff can update the transportation schedule accordingly. **The Student will not be required to make up a day cancelled by the Employment Partner.**

Work Year and Vacation Employment

The students' work year begins on Monday, August 29 and ends on Friday, June 15. Many Employment Partners choose to hire students to fill the Corporate Work Study Program position during the summer break and/or during school holidays. Please refer to the "*Notre Dame High School CWSP Holiday/ Weekend/Summer Worker Request Form*" sheets in the ADDENDUM SECTION of this Handbook. The students may remain as employees of the Corporate Work Study Program over the breaks and the Corporate Work Study Program will handle all payroll matters. Alternatively, the Employment Partner may employ students directly. Please contact the Corporate Work Study Program with any questions about hiring students directly; the necessary forms are available on the NDHS website or from a Corporate Work Study staff member.

Workplace Behavior

All students are trained about how to conduct themselves in a mature manner consistent with workplace expectations. If you are displeased in any way with a student's performance and/or behavior, please address the situation with that student as soon as possible and make notes on the student's time card, as appropriate. The Corporate Work Study Program staff would also appreciate a call or an email update about any performance issues. If you do not see acceptable improvements in the student's behavior after addressing the issue, please contact a Corporate Work Study Program staff member promptly to enable the staff to intervene. Intervention measures include, but are not limited to, a Corporate Work Study Program staff member talking with a student at NDHS, a Corporate Work Study Program staff member visiting your site to address the situation, or remedial training.

Performance Reviews

A Corporate Work Study Program staff member will contact you by phone at least once a month to check in on the student. In addition, a Corporate Work Study staff member may ask to schedule a periodic site visit (typically once a semester) to meet with both you and the student to address any issues/concerns.

Students should be treated like any of the company's permanent employees; this is a key part of the Corporate Work Study Program learning experience. We ask Employment Partners to complete two formal Performance Reviews, one in January and one in May, using an online survey (a link will be emailed to you). The overall rating a student receives counts towards 50% of his/her Corporate Work Study Program grade that quarter.

We encourage supervisors to go over the performance review with each student. Whether the student ranks as Outstanding, Very Good, Good, Borderline or Unsatisfactory, discussing a student's performance with him/her increases that student's success because he/she has a clear understanding about what is expected and how he/she can improve upon his/her performance. In addition, the Corporate Work Study Program staff members meet with individual students, as needed, to discuss problems and concerns and to encourage students to continue to improve and to work to the best of their ability.

Incidents on the Job

The Corporate Work Study Program has a vested interest in both the continued satisfaction of its Employment Partners *and* the continued success of its students during their work experience. Corporate Work Study Program staff members will act as mediators in difficult situations between the Employment Partner and the student. If a parent/guardian calls an Employment Partner with questions or concerns, please refer the parent/guardian to the Corporate Work Study Program staff members.

Any student behavioral problems occurring at work will be handled on an individual basis. Since a student's actions and demeanor not only reflect on her/him personally, but also the Corporate Work Study Program and NDHS, inappropriate behavior is treated very seriously. Students know that the consequences of inappropriate behavior may include dismissal from his/her job that may result in either a strenuous re-employability process or dismissal from NDHS. The Corporate Work Study Program may choose to remove a student from the workplace and will coordinate with the Employment Partner to send the Partner a replacement student.

Employment Partners are requested to notify a Corporate Work Study Program staff member as soon as possible regarding any incident of student misconduct. The Corporate Work Study Program staff members instruct students that use of an Employment Partner's telephone, office equipment, office services, office materials, or Internet access without a Supervisor's prior approval is considered stealing and will not be tolerated.

The Corporate Work Study Program staff members request and expect that all Employment Partners treat students with respect. For the safety of our students, the Corporate Work Study Program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of students based on gender, race, culture or religious beliefs and reserves the right to remove students from a job site, if necessary. If a student reports any incident, a Corporate Work Study Program staff member will contact the Employment Partner to evaluate and to discuss the situation. Whenever possible, the Corporate Work Study Program staff member will try to cooperate with the Employment Partner's Human Resources staff to resolve the situation according to the organization's guidelines.

Transportation Policy

The Corporate Work Study Program provides transportation to and from work, typically via a van. Employment Partners should make sure that students fulfill their 8-hour day and, at the same time, do not delay the afternoon van by working more than 8 hours. Van drivers are instructed to wait for students until 8 hours after drop-off. Even if the van is waiting, a student should still complete his/her 8-hour workday.

In rare situations, students may request a special Transportation Contract allowing them to get a ride from a parent/guardian. Students who live close to their work site may request a special Transportation Contract allowing them to be collected at the end of the workday by a parent/guardian. Drop-off and pick-up times for students on Transportation Contracts should be specified by the supervisor and a Corporate Work Study Program staff member. The supervisor must sign the contract to acknowledge that he/she agrees to its terms; all policies in this handbook still apply.

Sometimes, a student needs to be picked up at work by a parent for an after school appointment or activity. Students are required to notify a Corporate Work Study Program staff member in these situations. Please do NOT dismiss a student early unless you have spoken with a Corporate Work Study Program staff member.

Delay / Cancellation of Corporate Work Study Program

In the event of extreme weather or a public health or other state or national emergency, the Corporate Work Study Program's activities could be delayed or cancelled. Note that in 2010-2011, the Corporate Work Study Program observed four full and two partial "snow days." The Corporate Work Study Program staff made arrangements with all corporate partners to fulfill our contractual obligations with each company.

If the Corporate Work Study Program is delayed or cancelled, you will receive both an email and an automated phone call to notify you of the day's plan. The email will ask you to email us back if you require your student to make up the cancelled day.

NDHS does not necessarily follow the Lawrence Public School closings. Our Principal is committed to keeping the school open as many days as possible. If NDHS is open, the Corporate Work Study Program students will work. If you happen to listen to school closings in the media, please note that we are Notre Dame High School and **NOT** Notre Dame Education Center (Lawrence) or the Academy of Notre Dame (Tyngsboro).

If your company delays or cancels work, please contact a Corporate Work Study Program staff member via cell phone so we can notify the student(s) as soon you know about the cancellation. In 2010-11, there were a few instances where workplaces were closed, but the Corporate Work Study Program still worked. We want to avoid situations where the students arrive at work only to find the office closed. Sometimes the weather in Lawrence can be very different from the weather at your workplace; decisions about weather cancellations need to make sense for the safety and well-being of all parties.

Drug Testing

Some Employment Partners require drug testing. The Corporate Work Study Program staff may randomly drug test its students. If your organization would like to perform its own testing, please notify a Corporate Work Study Program staff member and we will assist you in obtaining the proper permission from parents/guardians.

Work Permits

Massachusetts Child Labor laws require organizations employing students under the age of 18 years to obtain a work permit from the student's school. NDHS holds all of our students' work permits and will supply Employment Partners with copies of work permits for those students for whom a permit is required. All Notre Dame High School students who are employed are at least 14 years of age.

Worker's Compensation & Liability Insurance

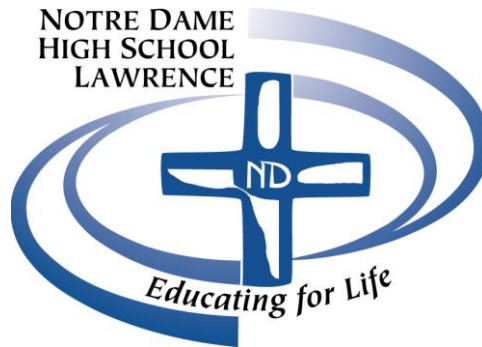
Because students are employees of the Corporate Work Study Program, the Corporate Work Study Program carries Workers' Compensation coverage for the students. As stated in the Employment Partner Contract, the Corporate Work Study Program also holds liability coverage for itself and its students. A copy of the Outline of Coverage for Liability Insurance is available upon request.

Student Team Work Schedule

	MON A, B, C, or D	TUE Freshman	WED Sophomores	THU Juniors	FRI Seniors
Week 1	Student A	Student A	Student B	Student C	Student D
Week 2	Student B	Student A	Student B	Student C	Student D
Week 3	Student C	Student A	Student B	Student C	Student D
Week 4	Student D	Student A	Student B	Student C	Student D

Please Note:

In addition to their regular workday, each student will normally work 1 Monday each month, to bring their workdays to a total of 5 days a month. Please see the "*Monday Work Rotation Schedule*" in the ADDENDUM SECTION of this Handbook for specific days. You will notice that at the beginning of the academic school year we scheduled the seniors (Friday workers) for 6 of the 9 Mondays; this is because the seniors finish their CWSP placements in May.



ADDENDUM SECTION