



Memorandum of Understanding: Vacation Work

To: Arrupe Corporate Partner
From: Corporate Work-Study Program Office
Date: April 23, 2010
Re: Summer Work (June 7, 2010-August 13, 2010)

Thank you for employing your Arrupe student worker(s) during the summer vacation. You have elected to keep the student(s) on the Arrupe Corporate Work-Study payroll and to be invoiced by the Arrupe Corporate Work-Study Office. Please review the following information regarding employing Arrupe Jesuit students during the summer holiday.

- Arrupe Corporate Work-Study will handle payroll issues and will invoice corporate partners at the end of the summer for the number of days worked at a per diem rate of \$75. ACWSP will pay the student a per diem flat rate of \$65.
- The Vacation Employment Agreement indicates the company's desire to hire the student during the summer months; the agreement also indicates the student's willingness and commitment to work. The schedule outlined on the Agreement can be modified at any time during the employment period. Changes are made between the student and supervisor. The CWSP office does not need to confirm or approve changes to the schedule.
- Students must return a completed, signed copy of the *Agreement* to the CWSP office no later than **Friday, May 21, 2010**.
- Students required to participate in summer school are not eligible for summer work. CWSP will notify companies the week of May 31st regarding academic eligibility. In some instances, CWSP may not be able to verify student eligibility until the week of June 7th, after final exams are complete. Companies will be notified on a case-by-case basis should this situation arise.
- Students are responsible for providing their own transportation to/from work during the vacation period and should arrive in professional attire and conduct themselves appropriately.
- CWSP encourages supervisors to communicate expectations regarding dress code and work times with students at the outset of summer work, particularly as students will not be checking in with CWSP during the summer break.
- Students are responsible for communicating directly with supervisors regarding any problems such as absences or tardiness on a scheduled work day.
- Students are responsible for submitting bi-weekly timesheets on the designated days. **Students will not receive payment until the timesheet is returned to the CWSP office.** These confirmation forms will also be used to invoice the partner company at the end of the summer.
- The Corporate Work-Study staff will be available during summer break should you have questions or concerns:
Tom Mallary: Direct: (303) 455-7449 ext. 237 or Cell: (303) 961-8909
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