



CRSM Work Authorization 2020-2021

To request a Cristo Rey St. Martin College Prep student for work for pay during a school break, please complete this form to authorize work schedule and payment.

School: Cristo Rey St. Martin College Prep (CRSM)

Student Worker's Name: _____

Company Name: _____

Company Address: _____

Designated Supervisor(s) Name:

_____ **Email/Phone:** _____

_____ **Email/Phone:** _____

Billing Information:

Name of Company's Primary Contact to be Invoiced: _____

Email: _____ **Phone Number:** _____

PO #: _____ *(Please write N/A if not applicable)*

Company Information:

CRSM will invoice company at a per diem rate of \$120 per student worker per day. Invoices will be sent monthly unless an alternative request is made.

Employees of the company are not authorized to provide transportation for a student worker. Any company employee providing transportation to/from work will be in violation of their company policies.

On Page 2, please indicate the dates and work hours you and your student worker have agreed upon.

CRSM Information:

Student worker remains an employee of Cristo Rey St. Martin College Prep and is not an employee of the business partner/company. **Unlike school work days, the student worker is responsible for directly notifying their supervisor if they will be late, miss work, or have a change in schedule.** Students must be in **good standing with both the school and the Work Study program** - including having made up all missed days - before they are permitted to Work for Pay. **CWSP transportation** is available if requested by the student worker before the work period begins. If no request is made, the student or their parent/guardian are responsible for transportation.

Student workers will receive hourly pay via the Cristo Rey St. Martin payroll system at the rate of \$12.50/hour (gross pay). Applicable taxes will be withheld in accordance with federal and state regulations. An approved timecard for each day worked, with the "For Pay" box checked, is required to receive pay. Students may not work more than 8 hours per day or 40 hours per week. **Students are required to take a 30 minute lunch if working 5 hours or more.**

Planned Work Schedule Agreed Upon by Business Partner and Student Worker

Please indicate the dates of anticipated work days and work hours.

This form can be used for any out of school days (i.e. Columbus Day, Veteran's Day, Winter, Spring, and/or Summer Break).

Month/ Year:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Month/ Year:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Month/ Year:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Month/ Year:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student worker may not work more than 8 hours per day or 40 hours per week.

Name of Authorizing Supervisor: _____

Signature of Authorizing Supervisor: _____ Date: _____

Student Worker Signature: _____ Date: _____

**Please complete one form for each student worker and return to Relationship Manager
Lori Bell at loribell@crstoreystmartin.org.**