

## Policies and Procedures for Circus Juventas' Work-Study Program

### **General Work-Study Expectations:**

Work-study hours are considered a job in which the "paycheck" is a reduced rate for the classes taken at CJ. The amount of work-study hours received will be determined by the Executive Director and Work-Study Manager once the application has been submitted. **In order to qualify for work-study, students must be at least 14 years old and taking intermediate/advanced level classes. The ability to handle a regular weekly schedule and potential to become a student coach is also taken into consideration when reviewing applications.**

Behavior during the work-study hours should reflect this professional agreement, and you are expected to act as an ambassador for CJ as you work through appropriate behavior, language, and dress (see: "Professional Attire"). A pleasant attitude and willingness to cooperate with CJ staff and fellow students is important as a work-study student.

### **Expectations for Cleaning Students:**

Work-study students assigned to cleaning will be given specific tasks to complete during their scheduled one hour time slot. These tasks are expected to be completed thoroughly and carefully. Should tasks be completed haphazardly and without care, the student will be expected to redo their work or they will not be given credit towards their weekly work-study hours (see: "Check in/out Procedures").

Cleaning students should always check in with the Work-Study Manager or front desk staff at the beginning of his/her/their shift in case special tasks need to be assigned.

### **Expectations for Student Coaches:**

Student coaches are expected to remain active and engaged for the full hour of their assigned coaching session. They are expected to communicate thoroughly with lead coaches and meet expectations set by their assigned coaches. Student coaches are expected to use good judgment as it relates to the health and safety of CJ students and be sensitive to the physical and emotional limits of each individual student (avoid *excess* conditioning, be sensitive to over stretching, be mindful of tone of voice when giving feedback, stay focused on YOUR class and not watching other acts perform, etc.).

### **Assigned Hours and Applying Credits:**

Each student is assigned a specific number of shifts each week. Student coaches may be asked to sub coach a class/workshop outside of their regularly scheduled hours. Should this happen, they will be compensated in the form of a credit to their CJ account (\$8.50 per hour taught). Cleaning students should never end a session in a surplus of hours. Hours worked up until the next registration period are applied to the NEXT session of the year. (For example: the first half of fall session is applied to the winter bill, then the rest of fall and the first half of winter are applied to the spring session, etc. Please contact the Work-Study Manager if you need more clarification.)

### **Spring Show:**

FOR CLEANING STUDENTS: The Spring Celebration Performances rely heavily on volunteers before, during, and after the performance weekends. If a student is in need of make-up hours (from the previous session) certain volunteer tasks *may* be used as make-up hours *so long as arrangements are made prior to the performance*. Otherwise, any hours put into volunteering for the show may not be clocked for work-study credit.

FOR STUDENT COACHES: It is NOT mandatory for student coaches to help with their assigned class during the run of the spring show; once the spring session is over, their official commitment to the class ends as well. Should a student be asked to assist with spotting/rigging for the performances, she/he/they should accept only with the understanding that they will *not* be granted work-study credit for the hours worked. Attending their assigned classes' extra practice(s) is also *voluntary* and their specific need should be worked out between the student and their lead coach.

### **Work Calls/Building Rentals:**

All work-study students (coaches and cleaners) are required to attend mandatory load-ins and strikes for all events held at CJ. These dates vary through the year and CJ staff will notify you promptly of these dates and times as they arise. Work calls are held for all building rentals throughout the year, preparing the arena for our spring/summer

show performances and for our annual gala, as well as additional calls as needed. Failure to attend a mandatory work call could result in the student having to make up double the hours of the missed work call.

These work calls are considered a student's VOLUNTEER REQUIREMENT part of the work-study program. (All scholarship families and work-study students fulfill a volunteer requirement to CJ.)

### **Sign-In/Out Procedure:**

Students must sign in at the front desk for every shift. Signing in is the ONLY way to guarantee that hour(s) will be documented and credited to the student's account. The front desk employees will NOT assume that a student has arrived for a shift and will NOT track them down to have them sign in. **They MUST sign in and out to receive credit for work-study.**

### **Professional Attire:**

Work-study students are expected to be professional at all times; this is reflected in both behavior and attire. To teach or assist a class wearing jeans, cut-offs (either pants or shirts), or "street-clothing" is not appropriate. Additionally, work-study students cleaning or completing an assignment *not* related to teaching should dress appropriately for the job tasks they could be assigned.

*What is appropriate clothing?*

**FOR CLEANING STUDENTS:** Cleaning work-study students must either be wearing a CJ shirt or appropriate work clothes. Pants and footwear need to be appropriate for the jobs you could be assigned. Some tasks may be assigned for outside work as well, so please come dressed and prepared for any type of weather.

**FOR STUDENT COACHES:** Student coaches must wear a Circus Juventas shirt with a machine CJ logo (student coach shirt or silk screened shirt.) This is non-negotiable. If a student coach arrives for a work-study shift without a CJ shirt, she/he/they will be expected to purchase one from the front desk. Student coaches are provided their first shirt. Any additional student coaching shirts will need to be purchased for \$10 each. Pants and footwear will also need to be appropriate for the class you are teaching (jeans, cut off shorts, shirts that show midriff, and flip flops are not appropriate for coaching!).

### **Policy of "Calling in Sick"/Missing Assigned Hours:**

An excused absence is defined as a prearranged and approved absence wherein CJ staff is notified *before* the scheduled shift begins that the student will be unable to make their shift. The student should *not* consider themselves excused until they get confirmation from a CJ staff person that their request/notification has been received. Student coaches should inform the Work-Study Manager of absences and be advised on what to do to find a sub, as all subs must be approved in advance by the Work-Study Manager. **It is not acceptable to not show up for an assigned shift.** Should this happen, the student's absence will be considered unexcused and additional consequences may be needed. Reduced hours or termination from the program may result from consistently missed shifts.

As with most things, the more notice, the better. In situations *other than* sickness or emergency (vacation, school concerts, trips, etc.) notification should be given as soon as the conflict arises. This is the best way to assure that an absence is recorded as excused and to provide sufficient time to arrange for substitute coaching.

### **Make-Up Hours for Cleaning Students:**

Making up an excused shift is possible but must be arranged in advance with the Work-Study Manager. Once a determined shift is approved, the student must still sign in when they arrive to receive credit.

### **Make-Up Hours for Student Coaches:**

Student Coaches may make-up missed coaching shifts by subbing for other coaches. Students are notified of open shifts as they arise and can sub for those classes to receive credit. The Work-Study Manager has final approval over all substitutions. Students should not sub for a class that conflicts with a current coaching hour or CJ class. Once a determined shift is approved, the student must still sign in when they arrive to receive credit.