

## 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 an hourly rate applied toward the classes taken at CJ. The number of work-study hours received will be determined by the Executive Director and Work-Study Leadership Program Manager once the application has been submitted. **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. Work-study leadership program students are expected to show professionalism in their behavior, language, and dress to the same standards as Circus Juventas employees (refer to "Professionalism"). A pleasant attitude and willingness to cooperate with CJ staff and fellow students is important as a work-study student.

Work-study students play an integral role in implementing and supporting the Circus Juventas values of building self-confidence, leadership, life skills, teamwork, athleticism, artistry, community service and a pursuit of excellence in our student population. It is expected that work-study leadership program students and families act as ambassadors of good will for Circus Juventas both while at the big top and in the community at large.

### **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 (refer to "Sign in/out Procedure").

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. Any missed cleaning shift must be communicated in advance so an appropriate substitute can be found.

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

Student coaches are expected to be active and engaged for the full hour of their assigned coaching session. They are expected to communicate thoroughly with lead coaches, meet expectations set by their assigned coaches, and use good judgment as it relates to the health and safety of CJ students. Student coaches should be sensitive to the physical and emotional limits of each individual student (avoid *excess* conditioning/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 (\$9 per hour taught if not a pay-it-forward work-study student). Hours worked are applied prior to each registration as a credit balance so the work-study earnings can be used as payment towards that registration. Due to the timing of registrations during each session, only partial session credit will be available for some registrations. For example: the first half of fall session is applied as a credit prior to winter registration, then the rest of fall and the first half of winter are applied as a credit prior to spring session, etc. Please contact the Work-Study Manager if you need more clarification.

### **Spring Show:**

CLEANING STUDENTS: The Spring Celebration Performances rely heavily on volunteers before, during, and after the performance. 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, volunteering for the show is not eligible for work-study credit.

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*. All specific needs should be worked out between the lead coach and the student.

### **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, holiday, and summer show performances as well as for our annual gala, and any 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 have hour(s) work documented and credited to the student's account. Staff will NOT sign-in on behalf of a work-study student or track them down to have them sign in. **All students MUST sign in to receive credit for work-study.**

### **Professionalism:**

Work-study students are expected to be professional in both behavior and attire during all work-study hours.

Expected professional behaviors of Circus Juventas work-study leadership students include: Maintaining a positive attitude during all work-study hours; Arriving on-time or early for all shifts; Responding promptly to emails and always communicating absences in advance; being flexible and accommodating of change; showing honesty, integrity, and accountability in personal actions; And *always* being respectful, inclusive, and supportive of others.

Expected professional attire for Circus Juventas work-study leadership students:

CLEANING STUDENTS: Cleaning work-study students must either wear 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.

STUDENT COACHES: Student coaches must wear a Circus Juventas shirt -his 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 must be purchased for \$25 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 always inform the Work-Study Manager of absences. **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. Notice must be given no later than Tuesday of the week before a missed shift. Student coaches are responsible for informing the lead coach of the class that they are missing about their absence. If something unexpected comes up the student coach must arrange their own sub and this must be approved by the Work-Study Manager. You may check the Coach Replacements Board located in the Admin Office to see if a shift has been covered. Multiple absences may impact your ability to continue in the work-study leadership program.

In the event of illness or emergency, please call in to the front desk and let them know that you will be absent. **It is not acceptable to simply send an email a few hours before a missed shift - you must also call (651-699-8229).**

### **Make-Up Hours:**

Students may make-up missed shifts by subbing for other work-study students (cleaners sub for other cleaners, coaches sub for other coaches). An email is sent every week notifying students of any 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/cleaning hour or CJ class. Once a determined shift is approved, the student must still sign in when they arrive to receive credit.