



The Corporate Work Study Program: A Proven Approach Engaging Businesses & Communities

*Be part of shaping the next generation of young professionals
while meeting your current business needs!*

How It Works...

- **Employee leasing** - Companies contract with the Corporate Work Study Program (CWSP) to fill their full-time, entry-level, clerical jobs, such as file clerk, mail processor, receptionist, etc.
- **Job Sharing** - Four students share one job. The business is covered Monday through Friday. Students rotate their schedules, each working five full days a month throughout the extended (10 month) school year. Academic schedules are structured so that students never miss a class.
- Students work **standard business hours**, usually 9:00 a.m. to 5:00 p.m., from Labor Day through mid- June, except for some school holidays such as Thanksgiving, Christmas Break, and Spring Break. Other non-working holidays will be discussed with Clients. Clients may retain the same students the following academic year, as well as hire them during the summer and holidays.
- **Students are employees of the Corporate Work Study Program, not the Client.** Companies pay a flat fee of \$32,200 directly to CWSP for one full-time Corporate Work Study Team; CWSP handles all payroll, W-4, I-9, Worker's Compensation, FICA and FUTA paperwork, as well as all routine employer issues. Each student of the four-person team earns \$8,050/year toward his or her tuition.
- Students receive 3 weeks of professional **Workforce Training** from the CWSP staff and volunteer corporate sponsors in preparation for the work assignment.
- **Daily Supervision/Oversight from the CWSP** – We transport students to/from work each day. We are in regular contact with sponsors and students to ensure positive working relationships.

For a short video on the school that works!
<http://www.dbc.org/corporate-work-study/>

Work Schedule

Four students share one job. Each student works a total of five days every month.

Sample monthly schedule:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|----------|----------|-----------|----------|---------|
| Week 1 | Veronica | Veronica | James | Jackie | Anthony |
| Week 2 | James | Veronica | James | Jackie | Anthony |
| Week 3 | Jackie | Veronica | James | Jackie | Anthony |
| Week 4 | Anthony | Veronica | James | Jackie | Anthony |

- Overall **Benefits** to Corporate Sponsors:
- A cost-savings
 - Significant reduction of turnover at the entry-level positions
 - Increase in overall employee morale
 - Enhancement of diversity and company profile as a community leader
 - A chance to play a direct role in educating and shaping their future workforce and potential customers

Let us go to work for you! Contact us at 301-891-4750 x140