

THE CITY BAPTIST HIGH SCHOOL
WORK-STUDY PROGRAM

Invites your company
to invest in preparing the next generation
for lifelong opportunities.

For more information, please feel free to contact:

City Baptist Schools

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Work-Study Jobs:

- ◆ Your company leases part-time and full-time entry-level data-entry and general office work jobs to the City Baptist Work-Study Program on a fee- for-service basis.
- ◆ The Work-Study Program fills each part-time or full-time job opening with one to five computer-literate high school students each working one day per week.
- ◆ Full-time jobs are filled with five students working the same day each week. Part-time jobs are filled with one to four students working the same day each week.

Work-Study Employment:

- ◆ Work-Study students are employees of the City Baptist Work-Study Program.
- ◆ The Work-Study Program handles payroll, tax withholding, workers' compensation and unemployment insurance, work permits, and employer related documentation.
- ◆ The Work-Study Program transports the student employees to and from your location on time and ready for work every day.
- ◆ The Work-Study Program provides each student with intensive training including computer and general office skills, personal and workforce ethics, employee relations, and appropriate personal appearance guidelines.

Work-Study Schedule:

- ◆ Student employees work one day per week on the same day each week and attend classes the remaining four days of the week.
- ◆ Student employees arrive at work no later than 9:00 a.m. and finish the day no earlier than 4:30 p.m.
- ◆ Student employees work a 41-weeks-per-year schedule with time off for Christmas, spring break, and a shortened summer vacation.
- ◆ Student employees are available to cover holiday and vacation day needs at an additional per diem rate.

Work-Study Costs:

- ◆ Full-time positions - \$20,000.00 per school year
- ◆ Part-time positions - \$4,000.00 per student per school year
- ◆ Per diem rate - \$75.00 to cover holidays and vacation days

Work-Study Benefits:

- ◆ No recruiting, hiring, background check or drug testing expenses.
- ◆ No I-9, W-2, W-4, or work permit documentation to process.
- ◆ No unemployment insurance or Workers' Compensation insurance to pay.
- ◆ No Social Security and Medicare taxes to match.

Work-Study Provides:

- ◆ Significant cost and time savings.
- ◆ We provide transportation to and from the work site.
- ◆ We provide required random drug testing for Work-Study employees.
- ◆ We provide computer, general office, appearance, and decorum training.

City Baptist Work-Study Program Cost Comparison
2002 Wage Salary Survey (Crain's Chicago)

Cost Category	City Baptist Work-Study	Office Helper (Grade 1)	Mail Clerk (Grade 2)	General Clerk (Grade 2)
Salary	\$20,000	\$19,561	\$22,942	\$24,028
Benefits	-0-	15%	15%	15%
Time Off	-0-	7.70%	7.70%	7.70%
SS/Medicare	-0-	7.65%	7.65%	7.65%
Unemployment	-0-	3.45%	3.45%	3.45%
Workers' Comp	-0-	1.80%	1.80%	1.80%
Recruiting Costs	-0-	3.80%	3.80%	3.80%
Total Program Cost	\$20,000	-	-	-
# of Days Worked	205	-	-	-
Average Cost Per Day	\$97.56			
Per Diem Cost for Holidays & Vacation Days	\$75	-	-	-
# of Holiday & Vacation Workdays	35	-	-	-
Holiday & Vacation Coverage Cost	\$2,625	-	-	-
Total Annual Cost (per diem days included)	\$22,625	\$27,268	\$31,981	\$33,495
# of Days Worked	240	246	246	246
Average Cost Per Day (per diem days included)	\$94.27	\$110.84	\$130.00	\$136.00