

Student Employment Policy Guidance for Academic Year 2020/21
SAIC Student Employment Committee

On-campus student employment remains a vital part of SAIC's mission - providing both experiential and financial benefit to students. Listed below are policy guidelines for supervisors of student employees as we resume on-campus employment at SAIC beginning in Fall 2020.

General Work Policies

Departments with student employment budgets should continue to employ students within budget as needed for departmental operations. Departments are encouraged to find new ways to employ students to advance their departmental missions. Particularly because some department and facility operating hours have been reduced in response to COVID-19 related demands, it is crucial that we provide opportunities for students to gain needed financial support.

On-campus positions will be available as needed. Student employees must not be used as an on-campus substitute for staff who are working remotely.

Remote work will be allowed if appropriate to the job functions for those students working remotely from within the United States. Due to significant legal and tax implications, we are unable to employ domestic or international students who are located abroad this semester, even if they are US citizens or international students with a valid visa.

Handshake Job Posting

All on-campus student jobs must be posted in Handshake. Provide current accurate job descriptions with the top three learning outcomes listed in the position description. Specify the job location in the posting and whether the work will be performed on-campus, remotely or hybrid. Job postings in Handshake should be set to expire after 45 days or after the position is filled. Copy and repost the position if extended recruitment is needed.

Student Employee Safety

Departmental Make Ready plans must include evaluation of student work areas. Alteration of campus spaces to provide safe work conditions for student employees should be completed before students are allowed to work on-campus. Students must complete the Make Ready Safety Training Canvas course before beginning on-campus work. Supervisory staff should confirm an employee health & safety checklist with student employees at the beginning of each shift. The checklist will include a daily review of the [symptoms-checker](#) with each employee and step-by-step process for preparation for safety and sanitization of the workspace.

Student Pay Rates

\$14/hour: Standard Pay for On-Campus Student Employees

\$15/hour: TAs/Advanced Instructional Assistants/Specialists

Earning Eligibility

Departments may employ any eligible student necessary to departmental operation as allowable by departmental budget. Domestic students who have Federal Work-Study (FWS) Earning Eligibility listed on their Financial Aid Award letters and International Students may be authorized to work up to 20 hours per week. Domestic students without FWS eligibility may also be employed for on-campus positions; however, hiring preference will be given to students awarded FWS Earning Eligibility. Hiring of domestic students without FWS earning eligibility may be approved after a review process with the hiring manager and Student Financial Services.

Schedule, Shifts & Sickness

Students should accurately report their schedule availability to their supervisors in order to schedule necessary travel time to work and between classes. Students should be allowed breaks according to the length of their scheduled shifts no less than as follows:

- < 4 hour shift: 15 minute paid break
- 4-6 hour shift: 30 minute unpaid break
- 6-8 hour shift: 30-60 minute unpaid break + one 15 minute paid break
- 8-10 hour shift: 60 minute unpaid break + two 15 minute paid breaks

Student employees who are not feeling well or who are exhibiting any COVID-19 symptoms must not come to work, they should immediately notify their supervisors and stay home. If symptoms develop while on the job, student employees must notify their supervisors and go home. Students and supervisors should alert Health Services (healthservices@saic.edu) immediately. The student employee may be required to take a test for COVID-19. Students will not be allowed to return to work while awaiting test results or during self-quarantine for notification of exposure.

Student employees will be paid for scheduled hours they are unable to work due to COVID-19 related illness or quarantine due to known exposure (as defined by the CDC) to someone who has tested positive for COVID-19. Absences due to COVID-19 related illness or exposure will not be counted against accrued Paid Sick Leave hours. Student employees who are required to self-quarantine after personal international or domestic travel, a 14-day self-quarantine will be required to use Paid Sick Leave. Paid Sick Leave is intended to be used for health reasons only. Students discovered to have used COVID-19 related absence or Paid Sick Leave for non-health related reasons may be subject to disciplinary action.

Fall 2020 Return to Online Learning

Fall 2020 Student Work Authorizations should be dated to be active September 2nd through December 21st. When modified in-person classes conclude for the semester at the end of November, most on-campus facilities and service will continue to function on-campus for the final semester module. Therefore, student employees who are not traveling away from Chicago may be invited to continue working their on-campus jobs for pay until the semester ends on December 21st. Students not working during the scheduled return to online learning in December will not be paid.

ARTICtime Reporting

Student employees working on-campus will use ARTICtime as usual to clock in and clock out from their work locations. If remote work hours have been approved for a student position, those student employees may also report elapsed time to be approved by their supervisor in ARTICtime. Supervisors must be prompt in reconciling timesheet reporting and approving before the approval deadline.

Student Employee Development

The Student Employment Action Committee will provide training resources for institution-wide New Student Employee Orientation and employee evaluations and feedback. As student employees near the end dates of their authorized work period, supervisors should conduct exit interviews with the employees and refer them to CAPX to update their resume and other professional materials with their on-campus work experience. The Student Employment Action Committee will collect employment data and narratives from employers to produce an annual report on Student Employment at SAIC.

09/11/20