



2021-22 Student Employment Policy Guidance for Academic Year **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 2021.

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.

Remote work will be allowed if appropriate to the job functions for those students working remotely from within the United States. Remote work by students living in states other than Illinois may require pre-approval by Student Financial Services and Payroll. Due to significant legal and tax implications, we are unable to employ domestic or international students who are located abroad, even if they are US citizens or international students with a valid visa.

On-campus positions will be available as needed. Managers of student employees must provide substantial monitoring, contact and appropriate supervision to student employees whether working on campus or remotely.

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 Pay Rates

\$15/hour: Standard Pay for On-Campus Student Employees

\$16/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 located in the United States may be authorized to work up to 20 hours per week. Domestic students without FWS eligibility may also be employed for up to 20 hours per week in on-campus positions; however, hiring preference must be given to students awarded FWS Earning Eligibility. Hiring of domestic students without FWS earning eligibility may be considered after all reasonable attempts to hire FWS eligible students have been made. Supervisors will need to certify, on the Student Employee Work Authorization in PeopleSoft, that they have attempted to hire a FWS eligible student first. International student employees do not require and are not subject to this preference.

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 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.

Student employees are subject to the same community health recommendations and guidance as SAIC staff and other community members. Managers of student employees should keep abreast of current institutional guidance and advise their student employees accordingly if they fall ill before or during scheduled work shifts.

Employees who work at least 80 hours in any 120 day period may be eligible to accrue an hour of Paid Sick Leave for every 40 hours worked (up to 40 hours accrued in a 12 month period) which they may use if the employee or a family member is ill, injured, a victim of domestic violence or sex offense, or for medical care, treatment, diagnosis, or preventative care, among other reasons.

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.

August 17, 2021