

Supervisor's Guide to Student Payroll



**School of the Art Institute
of Chicago**

Developed by:

Student Payroll

(Located within the Student Financial Services Office)

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Supervisors:

This guide is intended to help you understand the payroll process and to aid you in the completion of the student hiring process. Supervisors are responsible for timely and accurate submission of all student timesheets and work authorizations. Illinois Labor Law requires that employees are paid within 13 days. Timesheets must be submitted on a timely a basis.

If you have any questions that are not addressed in the following sections, contact Student Payroll (located in the Student Financial Services Office, Suite 1200 Sullivan Center) at 312.629.6609.

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I. 6 Easy Steps to Student Payroll - Chart

Student Payroll Made Simple

Step One:

Request a current copy of the student's SAIC I-9 Verification/Earning Eligibility Report to confirm that your potential student employee has appropriate earning eligibility.

Step Two:

First-time student employees must complete an I-9 packet with Student Payroll along with completing online forms (located in the Student Financial Services Office) within 3 days of working.

Step Three:

The student Online PeopleSoft Work Authorization must be submitted by supervisor and approved by student.

Step Four:

Student will appear in ARTItime approximately 24 hours after they have approved their work authorization. They can then begin to record their hours.

Step Five:

Timesheets should be submitted and approved no later than the scheduled due date and time at the end of each pay period. (See Payroll Schedule.)

Step Six:

Students who do not sign up for direct deposit may pick up their paychecks at the Student Financial Services department (Sullivan Center) according to the Payroll Schedule.

II. Student Earning Eligibility

At SAIC, there are 2 types of earning eligibility: Federal Work-Study (need-based) eligibility and Institutional (non-need based) eligibility.

It is the purpose of the Federal Work-Study program to provide assistance to those students who have demonstrated the greatest financial need. Most student employment jobs on campus during the fall and spring semesters require the student to have Federal Work-Study eligibility with the exception of International students, Teacher s Assistants (TAs), CAPX Interns and certain approved positions. Federal aid can only be offered to domestic or eligible non-citizen students. International students are not eligible to apply for federal student aid.

For purposes of the Federal Work-Study program, it is the student's responsibility to annually submit the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov and any other required financial aid forms (verification forms, taxes, etc.) in compliance with published deadlines. A student may not begin working prior to their first day of enrollment at SAIC or to the awarding of earning eligibility for Federal Work -Study positions. To be considered for earning eligibility, a student must be degree-seeking and enrolled at least half-time (6 credit hours) for the fall or spring semesters. Earning eligibility will not be awarded to a student for dates prior to the first day of his/her academic "start" term.

Federal Work-Study is not required during the winter and summer terms. All students are eligible to work during those terms.

Earning Eligibility for Fall and Spring Terms:

Student workers may be awarded one of two types of earning eligibility:

FEDERAL WORK-STUDY

-OR-

INSTITUTIONAL ELIGIBILITY

The source of student financial aid funding, Federal Work-Study or institutional resources, has no impact on departmental student employment budgeting. An award from the Student Financial Services office of either type during the fall or spring terms ensures that a student is eligible to earn up to that amount.

Supervisors must verify that their potential student employee may begin working for each job offered. This is done by using the Employment Eligibility Report that the student must provide to their supervisor. The [Employment Eligibility Report](#) is available to students through SAIC Self-Service under Other Services Non-Mobile Module. Upon requesting the report, a PDF is emailed to the student's SAIC email address within 5-10 minutes. The student can provide this report by printing a hard copy or forwarding it electronically through email to their supervisor.
is report by printing a hard copy or forwarding it electronically through email to their supervisor.

A student worker who has accepted another job first may not have enough Federal Work Study eligibility for both jobs. If this is the case, the second authorization may not be processed until the first authorization is revised or terminated. Supervisors can view other FWS jobs that have been accepted by the student on the Employment Eligibility Report if the work authorization from the other jobs have been received and processed in Student Payroll.

Federal Work-Study eligibility is not needed for the following categories of students:

- A. International students studying at SAIC on an F-1 visa. An international student may work up to 20 hours per week during the fall and spring terms, and 40 hours per week during summer and winter terms. There is not a set dollar amount limit.
- B. Teaching Assistants Positions “Specialists”, who are not eligible for need-based financial aid.
- C. CAPX students who are not eligible for need-based financial aid.
- D. Student Government, Student Union Gallery, Senior Resident Advisors, SAIC Radio, TV, F Newsmagazine Editors and any other approved positions.
- E. Continuing students working in summer or winter terms.

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.

Earning Eligibility for Winter and Summer Terms:

Only continuing students are eligible to work during the winter and summer terms. A continuing student will be enrolled at least half -time (6 credit hours) for the preceding and following semester of the term of employment.

Continuing SAIC students may work up to 40 hours per week and there are no earning limit s during the winter and summer terms. Check with your department budget, however, when authorizing students for employment.

Ineligible Students for Winter and Summer Terms:

The following are not eligible to work:

- A. A May graduate may not work the following Summer term.
- B. A December graduate may not work the following Winter term.
- C. A non-enrolled student finishing “incompletes” to graduate.
- D. A student that is not enrolled for the following Fall or Spring term.

III. Employment Eligibility: Verification: Form I- 9

The first step in authorizing a student for employment is the Federal I-9 Employment Verification Form, and state and federal tax withholding information. Completion of I-9 Employment Verification is required by federal regulation. A student should not be authorized for student payroll until these forms have been completed. All first-time SAIC student employees must complete the I-9 process no later than the third day from their employment start date.

These forms along with the required documentation must be submitted within three days of the first date of employment, and no later. A student who has successfully completed the process will have the word "Approved" listed at the top of their Employment Eligibility Report.

Please send student workers to the office of Student Financial Services, Sullivan Center Suite 1200, to complete an I-9 packet. Students will need to bring the required identification with them to complete the packet: please refer your student workers to the SAIC website under Student Payroll for information about the required documentation.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

IV. Online PeopleSoft Work Authorization

Work authorizations are completed online in PeopleSoft Student Administration by Supervisors or other approved staff using a PeopleSoft Login beginning with X1. Students must approve the Work Authorization in SAIC Self-Service. Once the student approves the work authorization, the job assignment is transmitted to ARTICtime the next day. If the student does not approve the work authorization then their job will not appear in ARTICtime. A Work Authorization must be completed by the Supervisor and approved by the student before the student begins working.

*For assistance in completing an online work authorization, please visit the Student Payroll website, under Quick Link click on “Supervisor—Submitting your Student Employee’s Work Authorization.” Or contact Student Financial Services at 312-629-6600.

Listed below are a few guidelines on how to complete the Student Employment Authorization:

- * **Brief Description of Duties** is required. Federal regulations require a written record of job duties and responsibilities. This section must be completed accurately.
- * **Account Number(s)** must be completed by the employer/supervisor. The Accounting Department should be contacted, if necessary, to budget new account numbers for student payroll.
- * **Average Hours/Week** multiplied (x) by **Total Weeks Authorized** equals (=) **Total Hours Authorized**. The hours per week may be averaged to compensate for vacation weeks or varying schedules but the Total Weeks Authorized will always be the number of weeks that occur between the starting and ending dates on the Authorization form.
- * **Total Authorized Earnings** is the maximum dollar amount approved by the Student Financial Services Office for a student employee. The total authorized earnings for all jobs cannot exceed the student’s maximum earning eligibility award. Earnings in excess of this dollar amount may result in a penalty to the student. The Student Financial Services Office highly recommends that supervisors monitor student earnings on a weekly basis by keeping a record of cumulative hours worked.

SPECIAL NOTE: Student Payroll (Student Financial Services) does not set or monitor departmental budgets for student employment. A Departmental Report can be provided upon request to assist each department in tracking total budget and current individual student worker earnings.

- * An equitable Hourly Rate scale for student employees should be established within each department, based on experience and skills required for each position. Currently, the rates are as follows:
 - General Student Employee: \$16.20
 - Advanced Institution Assistant: \$17.20
 - Specialist: \$17.20
 - Teaching Assistant : \$17.20
 - Undergraduate Teaching Assistant : \$17.20
- * Revision of Authorization. Any authorization which updates another authorization on file for the same academic term is a revision. A revised work authorization must be completed by the Student Payroll Coordinator, Luis Arroyo. A written request to the Student Payroll Coordinator requesting the revision should be e-mailed to jarroyo1@artic.edu. The Supervisor requesting the revision should include the student's full name, identification number, and specify the changes to be revised. A revision request should be submitted for changes in hourly rate, average hours per week, beginning or ending date, or job title.
- * An *Employer/Supervisor Signature* and Alternate signature must be provided. Only an "authorized" supervisor or alternate signature may approve the bi-weekly student timesheet. To change an authorized signature following processing of the authorization, please submit a revision request to the Student Payroll Coordinator.

Once the Supervisor has submitted the Work Authorization and the student has approved it, both can print a copy by clicking on the "Generate Report" link on the bottom of the approved authorization.

To avoid delays in processing and disruption to staff, supervisors should verify that potential student employees have sufficient earning eligibility prior to hire. Supervisors/Employers should determine if a student worker is, or will be, working for another campus employer. Remember, a student employee may not be authorized to work more than 20 hours per week, total, for all positions.

V. Submitting/Approving Student Timesheets on ARTICtime

All student workers use an electronic timesheet through ARTICtime. Timesheets must be submitted by the student employee and approved by the Supervisor. Students must submit their timesheet for approval on or after the last day they have worked during the pay period. Timesheets must be submitted no later than 10am on the Monday following the end of the pay period. Students and Supervisors will receive up to 2 emails reminding them to submit their timesheets.

After the student submits their timesheet, Supervisors must review the student's information. Supervisors should review the recorded time and fix any errors and warnings applicable. A Performance code of Satisfactory or Unsatisfactory may be added on the last day the student worked. Once this is completed the Supervisor can approve the timesheet. Timesheets must be approved by 3pm Monday following the end of the pay period.

Please keep in mind:

1. Time period worked beginning and ending dates must fall within authorization beginning and ending dates.
2. Hours must be entered for all days worked.
3. Times in/out should be accurately recorded for each day worked. A lunch break must be recorded, as time in/out, for all student employees as follows: Illinois labor law requires that a student who works at least 7½ hours must receive a break or lunch period of not less than 20 minutes no later than the 5th hour of work. Students cannot be paid for the lunch hour.
4. According to SAIC policy, students may not work more than 20 total hours (20 hours for international students during fall and spring terms) per week for all positions, including CAPX Interns.
5. Federal regulations prohibit student employment during hours scheduled for class attendance.
6. Supervisors should review all hours worked which fall on school holidays, on days that the school facilities are considered closed or during critique week.
7. One timesheet per 2 week pay period per job must be submitted and approved for processing.
8. If necessary, supervisors can amend timesheets going back 4 months (120 days).
9. Anytime a timesheet submitted by the student employee is revised, the employer/supervisor should document the process and inform the student in writing of such changes. Supervisors should always keep documentation of any revisions on file for future access if necessary.

VI. Teaching Assistantships

Who is eligible: Graduate Students with designated Teaching Assistant positions working in academic departments or continuing studies.

Who is ineligible: All other student employment positions including, but not limited to:

- Undergraduates
- Graduate Assistants
- Research Assistants
- Coordinators
- Tutors
- Mentors
- Gallery & Curatorial Assistants
- ACE TAs
- MSP Classroom Assistants
- Undergraduate CP Core Teaching Assistants
- Specialists
- Office Assistants

Graduate Students with Teaching Assistant (formerly TA-B) or Instructor of Record (formerly TA-A) positions will be paid via a stipend. They will no longer be required to log hours into a timesheet.

All other student workers, including undergraduate students hired as Teaching Assistants, will be paid hourly.

Titles, # Work Hours, Compensation for Fall2024/Spring 2025 (Winter and summer semesters will be shortened to reflect the number of weeks worked in that semester)

- Teaching Assistant (3 hrs/wk) [15 weeks x 3 hours x \$17.20 = \$774.00]
- Teaching Assistant (6 hrs/wk) [15 weeks x 6 hours x \$17.20 = \$1,548.00]
- Teaching Assistant (10 hrs/wk) [15 weeks x 10 hours x \$17.20 = \$2,580.00]
- Teaching Assistant CS (4 hrs/wk) [11 weeks x 4 hours x \$17.20 = \$756.80]
- Instructor of Record (10 hrs/wk) [15 weeks x 10 hours x \$23.80 = \$3,570.00]

Undergraduate Teaching Assistants

- As is standard practice, Undergraduate Teaching Assistants have to be approved prior to hiring by the Associate Dean of Graduate Studies. This is to ensure there are no graduate students available for this position.
- Undergraduate students hired as Teaching Assistants will continue to record their hours in a timesheet and be paid hourly. Would be paid hourly under job code 2

Advance Instructional Assist.

Handshake

- There is no change to how jobs are posted in Handshake.

Work Authorization/PeopleSoft

- You will continue to use the same work authorization portal in PeopleSoft.
- Administrators who hire Teaching Assistants or Instructors of Record will be able to access these new job titles
- Students will continue accepting jobs in the PeopleSoft portal

Pay Dates/UKG

Paid will follow the same pay schedule as hourly student employees.

Budgeting

- If approved by the Associate Dean of Graduate Studies, undergraduate students hired as Teaching Assistants will be paid hourly and the expenses will be charged to account code 50113.
- Graduate students hired as Teaching Assistants or Instructors of Record expenses will be booked to account code 50361.
- If you need to make adjustments to any of the budgets in your account codes, contact SAIC-budget@saic.edu

Cancellation of TA Work Authorization

1. Supervisor Action:

Supervisors must email **studentpayroll@saic.edu** to request the cancellation of a student's work authorization, including the student's ID number and the effective cancellation date.

2. Student Payroll Processing:

Once the request is processed, the cancellation will be uploaded to UKG within 24 hours.

3. Payment Management:

AIC Payroll will manage any final payments, if necessary.

There are two general requirements for both categories:

1. Teaching assistants must be Graduate students enrolled on at least a half-time basis (6 credit hours).
2. Teaching assistants must be paid from GL Object #50361.

A new Student Employment Authorization must be completed for each term - Summer, Fall, Winter and Spring. This authorization is due no later than the first day of employment for that particular term in which the student is working. The beginning and ending dates on the authorization may be no earlier or later than the first and last day of each session. For students planning to work a full term, the 2022-2023 term beginning and ending dates are as follows:

Summer	1340	Summer 2024	(05/13/24 - 08/27/24)
Fall	1350	Fall 2024	(08/28/24 - 12/16/24)
Winter	1360	Winter 2025	(12/17/24 - 01/22/25)
Spring	1370	Spring 2025	(01/23/25 - 05/11/25)

The number of weeks above is system-calculated by the beginning and ending date input. A partial week is rounded up to a full week.

VII. The Art Institute of Chicago Paid Sick Leave (PSL) Policy

Purpose

This Section describes the Paid Leave and Paid Sick Leave that will be extended to employees who are not otherwise eligible for Paid Time Off (PTO). The Paid Leave and Paid Sick Leave described in this Section are intended to satisfy the requirements of the City of Chicago Paid Leave and Paid Sick and Safe Leave Ordinance (Municipal Code MCC 6-130). For purposes of this Section, the terms “Paid Leave” and “Paid Sick Leave” have the same meaning as those terms are defined in the Ordinance.

Accrual of Paid Sick Leave

Accrual Eligibility

Employees who are not eligible to participate in the Institute’s Paid Time Off (PTO) Program shall be eligible to accrue Paid Leave and Paid Sick Leave if they work at least 80 hours within any consecutive 120-day period while physically present within the geographic boundaries of the City of Chicago.

- Employees who are eligible to accrue Paid Leave and Paid Sick Leave shall be referred to in this section as “Covered Employees.”
- Special rules apply to student workers, as described below.

Accrual Amounts and Limits

- Covered Employees will accrue Paid Leave and Paid Sick Leave under this Section beginning July 1, 2024 or upon their date of hire, if hired after July 1, 2024. Paid Sick Leave that was earned but unused under this Section before July 1, 2024 will automatically carry forward.
- Student workers will earn one hour of Paid Sick Leave for every 35 hours worked, up to 40 hours of Paid Sick Leave per 12-month fiscal year (July 1 through June 30).
- Student workers will only accrue Paid Leave after working 700 hours in any one fiscal year (July 1 through June 30). Once the 700 hour requirement is satisfied, student workers will earn one hour of Paid Leave for every 35 hours worked, up to 40 hours of Paid Leave per 12-month fiscal year. The 700 hour requirement need only be satisfied once.
- Covered Employees may carry over a maximum of 16 hours of earned but unused Paid Leave and 80 hours of earned but unused Paid Sick Leave from one fiscal year to the next.
- Paid Leave and Paid Sick Leave that is used will be paid to the Covered Employee no later than the next regular payroll period beginning after the Paid Leave or Paid Sick Leave was used by the Covered Employee.
- Covered Employees may not use more than their carried over Paid Leave and Paid Sick Leave plus their newly-accrued Paid Leave and Paid Sick Leave in any fiscal year.

Paid Leave and Paid Sick Leave Upon Employment Termination

- A maximum of 56 hours of accrued, unused Paid Leave will be paid to a Covered Employee upon the Covered Employee’s termination.
- All accrued, unused Paid Sick Leave will be forfeited upon separation from employment.
- Accruals of Paid Leave and Paid Sick Leave do not transfer to the Paid Time Off (PTO) Program upon promotion, transfer, or rehire into a position that is eligible for benefits under the PTO Program.

Utilization of Paid Leave and Paid Sick

Leave Usage Eligibility

- Covered Employees hired before July 1, 2024 and continuing their employment without interruption may use their accrued, unused carryover of Paid Sick time immediately and will begin to accrue Paid Leave and Paid Sick Leave under the updated ordinance effective July 1, 2024.
- Covered Employees who are newly hired or rehired on or after July 1, 2024 may begin using their accrued Paid Leave and Paid Sick Leave after 30 days of employment if they have fulfilled the accrual eligibility requirement.

Usage Requirement

- Paid Leave and Paid Sick Leave may only be utilized in lieu of previously-scheduled work hours.

Appropriate Use of Paid Sick Leave

Covered Employees may ONLY use accrued Paid Sick Leave for the following:

- Absences due to the Covered Employee's own illness or injury, or for the purpose of the Covered Employee receiving professional care, including preventive care, diagnosis, or treatment for medical, mental or behavioral issues, including substance abuse disorders.
- Absences due to a Family Member's* illness or injury, or to care for a Family Member* receiving professional care, including preventive care, diagnosis, or treatment for medical, mental, or behavioral issues, including substance abuse disorders.
- Absences when the Covered Employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- Covered Employees may also use accrued Paid Sick Leave if they or a Family Member* are a victim of domestic violence or a sex offense and in the event the Covered Employee is required to appear in court in a domestic violence case or is summoned for jury duty.
- Accrued Paid Sick Leave may be used in the event of the Covered Employee's bereavement.
- Accrued Paid Sick Leave may be used to obey an order issued by the mayor, the governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the Covered Employee: (1) to stay at home to minimize the transmission of a communicable disease, (2) to remain at home while experiencing symptoms or while sick with a communicable disease, (3) to obey a quarantine order issued to the Covered Employee, or (4) to obey an isolation order issued to the Covered Employee.

*For purposes of this section, a "Family Member" is an employee's child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the Covered Employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, or foster care relationship, or a child to whom the Covered Employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of a Covered Employee, or a person who stood in loco parentis when the Covered Employee was a minor child.

Notification Requirements for Use of Paid Leave and Paid Sick Leave

Notification of Paid Sick Leave

- If a Covered Employee becomes sick on the job, the Covered Employee may obtain permission from their immediate supervisor to leave work before the Covered Employee's shift has ended. If an early departure is approved, the time missed may be covered by accrued Paid Sick Leave.
- If a Covered Employee's need to utilize accrued Paid Sick Leave is reasonably foreseeable (e.g., doctor appointment), the Covered Employee must provide up to 7 days advance notice to the Covered Employee's direct supervisor in order to facilitate continuity of operations.
- If a Covered Employee's reason for utilizing accrued Paid Sick Leave is not reasonably foreseeable (e.g., unexpected illness), the Covered Employee must provide as much notice as is practical under the circumstances.

Notification of Paid Leave

- A covered employee must give reasonable notice (not to exceed 7 days) to the Covered Employee's direct supervisor and obtain the supervisor's pre-approval before using Paid Leave.
- A Paid Leave request can be denied by the Covered Employee's direct supervisor. Any denial will be communicated promptly in writing, and will state the reasons for the denial. For example, a Paid Leave request may be denied if the leave during a particular time period would significantly impact business operations.

Method of Notification

- Notice of the Covered Employee's need to use accrued Paid Leave and Paid Sick Leave must be provided to the Covered Employee's immediate supervisor in person, by phone, or by text or e-mail message.

Documentation of Paid Leave and Paid Sick Leave Absence

- Documentation signed by a health care provider indicating the need for the number of days taken may be required by the Covered Employee's supervisor for sick leaves of more than three (3) consecutive work days.
- Documentation of absences less than three (3) consecutive work days is not required to utilize Paid Sick Leave.
- Because Paid Leave may be taken for any reason, documentation indicating the need for the leave is not required.

Pay Rate for Paid Leave and Paid Sick Leave

- Pay for Paid Leave and Paid Sick Leave will be at the employee's regular rate of pay at the time Paid Leave or Paid Sick Leave is used.

Application of Attendance-Related Disciplinary Standards

- The Institute may take disciplinary action, up to and including termination, if a Covered Employee uses Paid Leave or Paid Sick Leave for purposes or in a manner other than as described here.
- This does not exempt any Covered Employee from defined work requirements including timely arrival for work, appropriate notice of absence, shift swapping procedures, and customer service standards.

VIII. Sample Student Worker Confidentiality Contract

This is an example of a Student Worker Confidentiality Contract. Each department should make one of their own. You are also welcome to use this contract as a template. Please contact us at Student Financial Services: 312-629-6609.

I have read and understand The School of the Art Institute of Chicago's current Bulletin publication describing The Family Education Rights and Privacy Act of 1974 (FERPA).

I understand and agree to the following:

- All information in the office is private and confidential and may not be discussed with anyone (including other student workers) except a full-time Staff employee.
- I will not show any student, staff or faculty member a student's file without the presence of full-time staff.
- I will not discuss any information I see or hear while working in the office with anyone outside the office.
- I will not give out any information while working that I am not confident is correct.

In addition:

- I will notify my supervisor when I am on breaks and lunch or need to leave for any reason.
- I understand that I am not to use the computers or telephones for anything except work-related tasks.
- I will notify my Supervisor if there is a change in my work schedule or need to alter my work schedule in any way.
- I will notify my Supervisor when I have completed a given task in preparation for the next task.

I understand that it is a federal offense to disclose confidential information to anyone other than Full-Time Staff.

Student Worker Name and ID # _____

Student Worker Signature and Date _____

Supervisor Signature and Date _____