

Student Worker Assurances

This is a quick guide to some resources that may be available to you as a student worker. Please confirm with the Student Employment Handbook on MyCIIS in the event of any additions or changes to this list.

Audit Vouchers

When you earn 180 hours in work-study hours, you will be eligible to receive an audit voucher. An audit voucher allows you to audit a class at CIIS free of charge. Audit vouchers are:

- Accrue at least 180 hours during a semester (no roll-overs)
- Voucher is valid for two subsequent semesters
- You can not roll over hours to subsequent semesters
- Your voucher is not transferable (can not be used by another persons than the student employee)
- No replacement will be issued for expired vouchers.
- Audit vouchers may be used for classes at no cost, contingent upon space availability
- It is the student's responsibility to request their audit voucher within their eligible semester; otherwise, he/she forfeits their audit voucher.

Audit voucher information and updates are available in the Student Employment Handbook on MyCIIS→Financial Aid tab→Work Study.

Sick Time

For every 30 hours worked, students get 1 hour of sick time. This never expires and is tracked on your paycheck. Even if you find coverage for yourself, if you have accrued sick time, you can enter these hours into e-Time by selecting the pay code drop down menu and choosing "sick hours." Simply enter the total number of hours that you were scheduled to work that day.

Health Reimbursement Account (HRA)- Pension Dynamics

Each quarter that you have worked a minimum average of 8 hours per week (Jan-March, April-June, July-Sept, Oct-Dec) you become eligible for health reimbursement benefits administered by a company called Pension Dynamics.

In every quarter that you are eligible, the plan sets aside \$2.06 (for 2011, the rate increases each year) for every hour you worked, towards this medical reimbursement account.

If you are eligible, Pension Dynamics will automatically send you a letter, stating your eligibility and letting you know what medical related expenses are reimbursable.

Examples of Reimbursable Items

- Deductibles and Office Visit Co-payments
- Prescription medications, vaccines, birth control, and infertility treatments
- Medical doctors, dentists, eye doctors, chiropractors, osteopaths, podiatrists, psychiatrists, psychologists, physical therapists, acupuncturists and psychoanalysts
- Medical examinations, X-rays, laboratory services, and insulin treatments
- Hospital care, clinic costs, and lab fees
- Medical treatment at a center for substance abuse
- Medical aids such as hearing aids (and batteries), dentures, prescription eyeglasses and/or contact lenses, braces, orthopedic shoes, etc.
- Over-the-counter drugs and medications used for the treatment of a medical condition, injury, or illness

Pension Dynamics Contact Info Phone - 925 956 0505 or Online - You set up an account on their website and access all the info you need including an online submit-able claim form.

www.pensiondynamics.com/index.htm