

Student Worker Benefits – updated March 2018

This is a quick guide to some benefits that may be available to you as a student worker. Please confirm with the [FWS and Student Employment Handbook](#) in the event of any additions or changes to this list.

Audit Vouchers

When you work 180 hours in your campus job 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
- You cannot roll over hours to subsequent semesters
- Voucher is valid for two subsequent semesters
- Your voucher is not transferable (cannot be used by a person other 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.

The student worker should email finaid@ciis.edu to request for their voucher. **This generally takes two to three weeks to process.**

Sick Time

For every 30 hours worked, students get 1 hour of sick time. This never expires and is tracked on your paycheck. If you have accrued sick time, you can enter these hours onto your ADP timecard 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. Please email your supervisor in advance of your start time if you will not be in due to illness.

San Francisco Medical Reimbursement Account (SFMRA)- Pension Dynamics

People who do not have medical insurance through CIIS get a contribution of \$2.83 per hour worked as long as they work an average of 8 hours per week throughout a quarter (Jan-Mar, Apr-Jun, etc.). Students will receive a letter to their address on file with the CIIS HR Department. Information on the SFMRA can be found at the website www.sfcityoption.org

The Reimbursement Account enables student employees to pay for expenses that are not covered by insured medical plan(s), with pre-tax dollars. This account allows employees to be reimbursed for out-of-pocket medical, dental, and vision expenses as well as over-the-counter medications. Reimbursable expenses are similar to those normally deductible on a federal income tax return.

Since you will need to show receipts to receive reimbursement, here are some common reimbursable items. The eligibility letter also includes the list of commonly approved uses and a claim form for the user.

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

Questions can be directed to the CIIS HR Office.

Healthy San Francisco—not a *benefit*, but cheaper options for health care for SF residents.

Healthy San Francisco is a new program created by the City of San Francisco that makes health care services accessible and affordable for uninsured residents. The program offers a new way for San Francisco residents who do not have health insurance, to have basic and ongoing medical care.

It is available to all San Francisco residents regardless of immigration status*, employment status, or pre-existing medical conditions.

You can look up free or sliding scale medical clinics in San Francisco, apply for fairly cheap insurance based coverage, and check eligibility at the website <http://www.healthysanfrancisco.org>. This program is only available to residents of San Francisco.

*International students who are in the U.S. temporarily on the F-1 non-immigrant visa may not be eligible for Healthy SF services.

*Healthy SF does **not** meet the CIIS policy for maintaining health insurance to waive out of the CIIS-endorsed health plan.