

## **Student Worker Benefits – updated June 2012**

This is a quick guide to some benefits that may be available to you as a student worker. Please confirm with the Student Employment Handbook 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.

### **More Detailed Description of the HRA Plan**

The Health Reimbursement Account enables 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
- 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](http://www.pensiondynamics.com/index.htm)

### 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 for international students.

### Discount Membership

Bay 1 Fitness, 37 Grove Street, San Francisco

\$19 monthly fee membership, no enrollment fees. See flyer at <http://alumni.ciis.edu/pdf/45.pdf>