



Policies and Procedures Related to Employment of CART Reporters

In order to provide interpretive services at the University of Illinois Springfield, each CART Reporter MUST complete and submit the required employment forms, be registered in the UIS electronic employment system, submit the hours worked every two weeks on the biweekly electronic timesheet, and abide by the following procedures regarding employment as a CART Reporter at UIS:

1. In order to provide interpretive series at UIS through the Office of Disability Services, each CART Reporter MUST be entered into the electronic employment system before beginning work. Each applicant for a CART Reporter position MUST submit an online application through the UIS Office of Human Resources, complete and submit an I-9 form, and complete NESSIE new hire. After these steps are completed, you will be notified by the Office of Disability Services if you are hired and have permission to start working as a CART Reporter at UIS. You cannot begin working until ALL of these steps are completed AND you have received notification from the Office of Disability Services that you have been entered into the electronic employment system and have permission to start work.
2. If you haven't worked at UIS during the previous semester, you MUST complete a new I-9 in order to be reentered into the system.
3. ALL CART Reporters, including substitutes, MUST be hired through the Office of Disability Services. Work hours will be scheduled by ODS. If you are unable to work during your scheduled hours, you MUST notify Disability Services at 217-206-6666 immediately. The Office of Disability Services will make arrangements for a substitute CART Reporter. Please notify ODS as early as possible if you need a substitute.
4. It is the CART Reporter's responsibility to enter the hours worked every two weeks on the electronic timesheet. If you are late entering your time on the electronic timesheet, you may not be paid on time. Training on electronic timekeeping is available through the Office of Disability Services.
5. Each semester, CART Reporters will read the *Policies and Procedures Related to Employment of CART Reporters* and sign an agreement form with ODS, verifying that they have read and agree to follow the policies and procedures.

Questions regarding these policies and procedures may be addressed by contacting the Director of Disability Services at 217-206-6666.

AGREEMENT:

I verify that I have read and understand the *Policies and Procedures Related to Employment of CART Reporters* and agree to follow these policies and procedures during my employment as a CART Reporter for the UIS Office of Disability Services. I understand that failure to follow these policies and procedures may result in my not being paid on time and/or my being discontinued as a CART Reporter for ODS.

CART Reporter Name	Signature	Date
--------------------	-----------	------

ACKNOWLEDGEMENT:

Director, Disability Services	Signature	Date
-------------------------------	-----------	------