



Alcorn State University

The purpose of this policy is to establish work hour guidelines for scheduling, monitoring and tracking hours actually worked by non-benefits eligible employees. This policy does not apply to regular full-time or part-time benefits eligible faculty or staff, or federal work study students.

Employee Work Hour Limit Policy & Guidelines (Regular Non-Benefits Eligible Employment)

Policy
<p>This policy mitigates risk that the university’s “non-benefits eligible” positions will be converted to “benefits eligible” as a result of exceeding the 30-work-hour threshold rule defined in the “Employer Shared Responsibility” section of the Affordable Care Act (ACA). Under ACA, entitlement to employer-sponsored health care coverage is determined by an average of only 30 work hours per week (130 average hrs. per month) over a standardized measurement period.</p> <p>To facilitate practical internal management and control of work hours below the ACA threshold, ASU establishes as policy an average of 28 hours per work week. This policy requires joint responsibility between the employee and department to manage work hours up to this limit during the standard measurement period of July 1 through June 30 each year.</p> <p>Instructional employees that fall within the EEO category of Faculty (including adjuncts and instructors) with a full-time equivalency (FTE) of less than 50% or who are employed by ASU for less than a full semester of four and one half months do not meet the eligibility requirements of the employer-sponsored health care plan.</p> <p>All other staff and student employees holding positions that do not meet the eligibility requirements of the employer-sponsored health care plan must not exceed an average of 28 hours worked per week over the measurement period of July 1 through June 30 of each year.</p> <p>Definitions</p> <p>Adjunct Faculty- are part-time, non-tenure track teaching positions that do not meet the definition of full-time, temporary or term appointment faculty as defined in the applicable regulations.</p> <p>Administrative Period- A period of three (3) months (July 1 through September 30) for making determinations of full-time status of on-going employees and for offering/implementing full-time employee health insurance coverage for the ensuing Stability Period.</p> <p>Benefits eligible employee – a full-time employee or a part-time employee with a 50% FTE or greater appointment that is expected to work four and one-half months, or longer. To be benefits eligible, an employee must be contributing to the state retirement plan. Benefits eligible employees are given the option of participating in the state health insurance plan.</p> <p>Graduate Assistants – individuals who are provided financial support intended to facilitate progress toward the earning of a graduate degree. Assistantships are available in the areas of teaching, research, or service on a nine- or twelve-month basis. The individual academic or non-academic department/unit is responsible for establishing and monitoring the work schedule for each graduate assistant. Graduate Assistants are non-benefits eligible.</p> <p>Health Insurance Plan Eligibility- Full-time employees who work an average of no fewer than</p>

30 hours per workweek are eligible for benefits to include health insurance. If a new employee is reasonably expected to work on average no fewer than 30 hours per workweek (130 average hours per month) at the time of hire, the employee must be automatically treated as full-time and offered health insurance coverage within the new hire enrollment period.

Intermittent worker – a full or part-time employee holding a position and working on an intermittent or sporadic basis for less than a period of four and one-half months (up to 720 hours) in a fiscal year. This status includes; non-exempt (hourly) and exempt (salaried) appointments. Employees in the intermittent status are non-benefits eligible.

Non-benefits eligible employee – a full-time employee that is expected to work up to but less than four and one-half months, or a part-time employee with less than a 50% FTE appointment. Non-benefits eligible employees do not make contributions to either the state retirement plan (PERS) or to the Optional Retirement Plan (ORP). Non-benefits eligible employees do not have the option of participating in the state health insurance plan.

Rehired Retirees- in accordance with the state employees' retirement plan policy (PERS or ORP), this employee may not exceed one-half of the normal working days or hours for the full-time equivalent position during the state fiscal year (20 hours per week); or, they may elect to earn an annual salary that will not exceed 25 percent of the final average compensation used in calculating their service retirement allowance. In either case, hours worked must not exceed an average of 28 hours per week worked during the measurement period.

Stability Period- an annual designated period of twelve (12) months (October 1 through September 30) during which Alcorn State University will offer health insurance coverage to all full-time employees. For on-going employees, the stability period coincides with the calendar year which serves as Alcorn State University's health insurance plan year.

Student workers – individuals whose work assignments are secondary to their pursuit of academic goals or objectives and who are enrolled as either undergraduate or graduate students of Alcorn State University, including students in a work study program and students in a co-op program. Student worker positions are non-benefits eligible.

Standard Measurement Period - an annual designated period of eleven (11) months used to determine whether an on-going employee is full-time. The standard measurement period runs from July 1 through June 30.

Procedure

All employees must adhere to departmental supervision and control in scheduling work hours in accordance with the policy. Responsibility for the policy is placed jointly with departmental administration and supervisory staff as well as the employee, and strict adherence to the limit is required.

Particular attention should be given to monitoring individuals whose primary focus is academic, including student workers, graduate assistants, residence hall assistants, and other similar non-benefits eligible positions.

In circumstances involving employment in multiple positions each non-benefits eligible employee's combined work hours must not exceed an average of 28 hours per week. This limit is an aggregate limit that applies to all internal positions. Candidates for non-benefits eligible positions who intend to pursue multiple positions are required to inform the hiring manager(s) of their current and continuing assignments in university departments and hiring managers must request that each candidate provide information about multiple positions in order to coordinate the total 28-hour per week limit.

Managers are required to coordinate non-benefits eligible non-exempt (hourly) employees' hours using information from departmental time records to ensure that the total hours worked are within the limits.

Hours worked will be assigned to non-benefits eligible exempt positions. Assignment of hours will be based on the appointment.

Adjunct faculty shall not teach a course load that exceeds nine (9) credit hours per semester. Adjunct faculty shall not actually work more than 28 hours in any workweek. All other non-benefits-eligible employees are similarly limited to working no more than 28 hours in any workweek.

Adjunct faculty is credited with 2.25 hours of service for every (1) semester hour of teaching or classroom time (e.g. 2.25 x 6 semester hours) and one (1) hour of service for each additional hour he or she is required to expend performing work related duties outside of the classroom.

Department Chairs are to ensure that human resources is informed of the number of office hours scheduled per week for each adjunct faculty. Department Chairs shall regularly submit reports of all hours actually worked by adjunct faculty inside and outside of the classroom to the Office of Human Resources for review, measurement, and records-keeping.

Student employees may be employed by more than one department; however, supervisors should advocate that a student's primary responsibility is to be academically successful. Students are not permitted to work during the scheduled time of a class in which they are enrolled.

The consequences of exceeding the 28 hours per week limit for students earning wages, departments, and the university are as follows:

- **Students:** Violation of the 28 hour work week limit will result in a warning to both the student and supervisor. Continued violation of the policy will result in termination of the student's employment and eligibility for future student employment.
- **Departments:** Violation of this limit subjects the university to additional exposure under the Affordable Care Act (ACA), which may result in additional administrative costs to the department for those students as required by the ACA.