

Employee Definitions and Work Limits

All Snow College Employees fall into one of two categories:

- A. Full-time employees or hired into positions in which the College has a reasonable belief that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period. They are classified as either exempt or non-exempt. Exempt employees are not eligible for overtime and non-exempt employees will receive overtime and a minimum wage in accordance with the FLSA (Fair Labor Standards Act). Full-time employees will be offered benefits coverage according to the current policies and procedures.

- B. Variable hour employees or hired into positions that are assumed to not be full-time, meaning the College has a reasonable belief that the employee will not work 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are not eligible for benefits and are classified as non-exempt.

Definitions for Variable-Hour Employees

- Part-time staff: Part-time staff, summer employees, and student employees paid on an hourly rate for hours worked. Pay is processed by submitting time for actual hours worked.

- Adjunct faculty: Part-time faculty member teaching a course, workshop, seminar, etc. and is paid on an hourly rate for credit hour equivalents (CHE) worked including teaching, classroom, laboratory, and departmental meetings as well as time performing related tasks such as class preparation. Pay is processed through submission of a time card for CHE worked.

Work Limits for Variable-Hour Employees

- Part-time employees - Average of 29 hours per week, not to exceed a total of 125 hours in a calendar month.

- Adjunct faculty - Average of 29 hours per week not to exceed a total of 125 hours in a calendar month.

All variable-hour employees are limited to no more than (two) 2 active positions at any given time and should not exceed 125 hours per month combined hours.

Calculation of Hours

Variable-hour employees paid on an hourly rate will be credited with submitted time for which payment is made or due.

Adjunct faculty members are paid a CHE rate. CHE rates represent the combination of teaching, classroom, or lab time and time performing related tasks such as class preparation, departmental meetings, and grading. The college assumes an adjunct will be working 2.25 hours for each class hour taught. If an adjunct works more than the 2.25 hourly ratio he or she will need to report the extra hours worked to a supervisor in writing by the timesheet deadline for the week in which the additional hours are worked.

Measurement Period

Snow College uses a 12-month standard measurement period beginning June 1 and continuing through May 31. For new employees, the initial measurement period begins on the date of hire.

Termination and Rehire

A variable-hour employee who is not credited with an hour of service for at least 26 consecutive weeks will be treated as having terminated employment. In order to be re-employed at Snow College, the individual would need to be selected through a hiring process and would be considered a new employee for the purpose of tracking service hours.

Enforcement of Variable-Hour Employee Work Limits

- A. Human Resources/Payroll will regularly report service hours to the employee and the employee's supervisor(s).
- B. Any violation of this work limit policy will be reported to the employee, the employee's supervisor(s), and the appropriate Vice President(s).
- C. Policy violations of work limits and failure to appropriately monitor on the part of the supervisor may result in corrective action up to and including sanctions.

References:

Snow College Procedure - Employee Definitions and Work Limits
Department of Labor, Fair Labor Standards Act – (<http://www.dol.gov/whd/flsa/>)
Department of the Treasury, Internal Revenue Service, 26 CFR Parts 1, 54, and 301 (<http://www.irs.gov/pub/newsroom/reg-138006-12.pdf>)