

MEMO

From: Human Resources

Date: June 20, 2013

Subject: Part-time Employee Hours

Effective July 1, 2013, part-time employees are eligible to work up to 125 hours per month for Salt Lake Community College. The 29 hour a week limit no longer applies, please use the new monthly rule. Supervisors are responsible for tracking hours and ensuring that part-time employees do not work more than 125 hours per month. Part-time employees' hours of work are distributed on the monthly labor distribution report to all budget center managers. There will be no exceptions granted beyond the 125 hours per month.

Non-exempt employees (both part-time and full-time) who work over 40 hours per week will still be paid over time. See Overtime Policy at: <http://www.slcc.edu/policies/docs/c2s05-04.pdf> for specific information.

Frequently Asked Questions (FAQ's) for Supervisors

1. As the supervisor, can I change my employees' scheduled hours?

Yes. The supervisor assesses the business needs of the department and then works with employees to determine the schedule.

2. Does the 125 hour per month change based on the number of days in the month?

The maximum number of hours for the month is 125, because some months will have more working days than others, the hours may need to be adjusted.

3. As the supervisor, can I work an employee 40 hours one week and less hours another week?

Yes, as long as the employee doesn't go over the 125 hours per month. Remember, hours worked over 40 hours will be considered overtime and paid appropriately. The additional hours worked count toward the 125 per month.

4. The department workload can get heavy during the first few weeks of school; can I work the part-time employees over 29 hours a week?

Yes, as long as the employee doesn't go over the 125 hours per month.

5. I have student employees, work-study employees, and international student employees in my department, can I work them 125 hours per month as well?

Student Employment, Financial Aid (work-study) and the International Student offices prescribe eligible hours for student workers, but these hours are not to exceed 125 hours per month.

6. I have employees who work for my department and other departments at the College, what is the maximum number of hours I can work them?

Part-time employee's hours are 125 hours per month for the institution, not by department.

7. Does this change time entry or when I approve time?

No; to see the dates for time entry and approvals, go to: <http://www.slcc.edu/payroll/index.aspx>

8. How does this impact adjunct faculty and/or teaching assistants?

Hourly adjuncts and teaching assistants are limited to the 125 hours per month (not on contract). Salaried adjuncts (paid on contract) are not affected. For hourly adjuncts that also have an hourly position, please contact Human Resources.

Frequently Asked Questions (FAQ's) for Employees

1. Does this change how and when I get paid?

No; pay dates and time entry are not affected by this change.

2. Does this change how I submit my time?

No, time submission is remaining the same.

3. Can my supervisor change my scheduled hours?

Yes; supervisors must meet the needs of the department which may result in changing the schedule. We encourage supervisors and employees to work together.

4. I am working for multiple departments on campus, how many hours can I work?

Part-time employees can not work more than 125 hours per month for the College. Be sure to notify the supervisors of your schedules so the monthly limit is not exceeded.

5. Can my supervisor limit me to 29 hours a week, even with the 125 hours per month rule?

Yes, the supervisor determines the schedule and can use per week limit as long as it does not exceed 125 hours per month.

Please note: These rules are based upon current federal and state laws and recent information received from the various regulatory agencies. As new information becomes available or changes, notices will be sent out and updated on the HR website as needed.

If you have questions regarding this change, please contact Human Resources at ext. 4210.