

Monitoring of Hours for Temporary Hourly Employees

Temporary, hourly employees are limited to 1050 hours of work in any 12 consecutive month period from the individual’s original date of hire. These positions are generally limited and budgeted for no more than 69 hours per month.

It is very important that temporary, hourly employees are provided correct information about their employment before they accept a position. If you have questions about temporary, hourly employees regarding hiring, wages, hours of work, and union membership, please contact HRS or refer to the Classified Employees Collective Bargaining Agreement. If you have questions about benefits eligibility, please contact Payroll & Benefits.

Hours of work	Reason for Monitoring	Costs
<p><u>1050 hours</u></p>	<p>Limited to 1050 hours of work in any 12 consecutive month period from individual’s original date of hire</p> <p>Generally speaking, we suggest that a part-time, temporary hourly employee should not be scheduled for more than 17 hours per week.</p>	
<p><u>350 hours</u></p>	<p><u>WFSE Represented Individuals</u> –individuals who work between 350 hours and 1050 hours during a 12 consecutive month period from individual’s original date of hire.</p> <p><u>Non-Represented Individuals</u> – all other individuals who work less than 350 hours during a 12 consecutive month period</p>	<p>Employee pays a percentage of their gross salary for union dues.</p>
<p><u>480 hours</u></p>	<p>An employee expected to exceed six months of employment at half-time or more is eligible for health care benefits. If we know the employee will exceed this limit at the start of employment, we begin paying within the first month of employment.</p> <p>An employee who works 480 hours or more within a rolling 6 month period will become eligible for healthcare benefits.</p> <p>This benefit will continue as long as the employee works at least 8 hours each month. If the employee does not work for one calendar month, their health insurance is dropped.</p> <p>WAC 182-12-114 WAC 182-12-131 Health Care Authority</p>	<p>The College pays monthly for an individual’s employer sponsored benefits. See the Budgeting webpage for current amounts.</p> <p>The employee’s cost is dependent upon the health care plan they choose. The employee can waive their right to health care benefits, but the department cost will remain in effect until the employee is no longer eligible for health care benefits.</p>

<p><u>70 hours per month</u></p> <p>Based on Fiscal Year (July-June)</p>	<p>When an employee works at least 70 hours per month (5 times or more) during the 12 month monitoring period for two consecutive years in a row, the <u>position</u> becomes retirement eligible <u>and</u> the employee is required to join the state retirement system.</p> <p>A position is eligible if:</p> <p>The position normally requires at least five months each year in which regular compensation is earned for at least 70 hours per month. For this definition, "normally" means a position that requires at least five months of at least 70 hours for two consecutive years.</p> <p>Once a position is determined to be eligible, it will continue to be eligible if it requires at least five months of 70 or more hours of compensated service during at least one year in any two-year period.</p>	<p>Contribution rates vary depending on the plan. Employees have the option of joining PERS 2, or PERS 3. The employer cost is a percentage of salary for both plans. This money would also come out of your budget as there is no reserve for retirement costs. The position becomes "retirement eligible" for subsequent hires from the date of hire. See the Budgeting webpage for current amounts.</p>
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Calculation of Hours Per Pay Period for Monitoring

40 hours per week x 52 weeks per year = 2080 hours per year = full time (100%)

20 hours per week x 52 weeks per year = 1040 hours per year = .5FTE (50%)
 1040 hours per year divided by 12 months per year = 86.67 hours per month = **43.34 hours per pay period**

19 hours per week x 52 weeks per year = 988 hours per year = .48 FTE (48%)
 988 hours per year divided by 12 months per year = 82.33 hours per month = **41.17 hours per pay period**

----80 hours per month = 40 hours per pay period = possible health care benefits eligibility threshold----

18 hours per week x 52 weeks per year = 936 hours per year = .45 FTE (45%)
 936 hours per year divided by 12 months per year = 78 hours per month = **39 hours per pay period**

----70 hours per month = 35 hours per pay period = possible retirement eligibility threshold----

15.9 hours per week x 52 weeks per year = 828 hours per year = .40 FTE (40%)
 828 hours per year divided by 12 months per year = 69 hours per month = **34.5 hours per pay period**