

POLICY 4
WORK SCHEDULES, HOURS, AND WORK SUSPENSIONS

Rule 4.05 - Reduced Schedules/Benefits Eligibility

An employee with less than a full-time appointment (a work schedule less than the full-time work schedule of the class) who is eligible for University benefits will be granted the same benefits as a full-time employee but in an amount or at a cost proportional to the reduced work schedule of the part-time employee. Employees in appointments of 50% or more are eligible for University benefits.

Benefit Rate

The percent time appointment of an eligible employee is also the benefit rate which is used to compute some benefit payments for part-time employees. If a part-time employee is scheduled to work a fixed number of hours each workweek on a continuing basis, the percent time of the appointment, and thus the benefit rate, will be fixed. If a part-time employee is scheduled to work a variable number of hours each workweek, the percent time of the appointment and thus the benefit rate should be reviewed quarterly and adjusted as necessary so that the percent time (benefit rate) is reflective of the actual work expected for the subsequent periods.

Regulation

4.051 **Review of Hours Worked**

Reports of actual hours worked by employees with less than full-time appointments will be reviewed by the respective campus human resources office which will be responsible for contacting employing units and effecting any necessary adjustments for benefit purposes.