

University Administrative Policy

Policy Name: Working Hours for Part-Time Non-Benefited Employees Policy

Responsible Office: Human Resources & Equal Opportunity

Originator of the Policy: Day Adjunct/Contracts Coordinator

Effective Date: 2016

Web Link: <http://www.salemstate.edu/policies>

1. Rationale

Ensure that part-time non-benefited employees at Salem State University are hired in compliance with the Affordable Care Act.

2. Statement of Policy

Salem State University hereby establishes a policy to define hiring practices that align with federal mandates outlined in the Affordable Care Act (ACA). Part-time non-benefited employees include both DAY and DGCE adjuncts (C01), contract employees (C09) and student employees (C05), (Please refer to the *Maximum Working Hours for Student Employees Policy*).

- A. In combination with all jobs on campus, a part-time non-benefited employee cannot exceed 29 hours of work per week.
- B. A contracted employee (C09) cannot physically start a contracted position, until the [Authorization to Hire a Contracted Employee Form](#) has been reviewed and approved by Human Resources. This will ensure that in combination with all other jobs on campus, the contracted employee will not exceed the weekly limit.
- C. Part-time non-benefited employees cannot be paid a stipend. Instead, such employees are paid for the work performed by the number of hours worked at an hourly rate.

There are no exceptions to this policy. Reports will be run to ensure part-time non-benefited employees hours are in compliance with the ACA.

3. Scope

This policy shall govern all part-time non-benefited employees hired by Salem State University.

4. Fiscal Considerations

	Direct Costs / Savings / Revenue Generation	Indirect Costs / Savings / Revenue Generation
Initial Implementation	None	None
Ongoing	None	None

5. Responsibilities

Responsible Party	List of Responsibilities
Supervisor	Implements and monitors policy.
Day Adjunct/Contracts Coordinator (HR)	Oversees and enforces policy and tracks reported hours.

6. Policy Enforcement

Violation(s)	It shall be a violation of this policy to allow any individual to work more than the permitted hours.
Consequences	Violations of part-time non-benefited employees exceeding 29 hours per week and/or beginning work prior to HR approval will be reviewed by the Assistant Vice President of Human Resources and Equal Opportunity. The University General Counsel will be consulted as necessary. If a violation is confirmed, and in accordance with the relevant provision of any applicable collective bargaining agreement, the sanction for the individual involved can be up to and including termination of employment from the University.
How to Report	Contact the Day Adjuncts/Contracts Coordinator

7. Reference Documents

Policy or Document	Web Address
Policy	www.salemstate.edu/policies

8. Contact(s)

Subject	Office or Position	Telephone	Email
Policy Clarification	Joanna Nandi, Day Adjuncts/Contracts Coordinator	978-542-6077	jnandi@salemstate.edu

9. Effective Date: 2016

10. Dissemination: Posted on the university website and Polaris

11. Review Cycle: Ongoing



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Policy Approvals/Endorsement/Notice Required:

	Name	Signature	Date
Director of Department	Emily Topacio		
Assistant Vice President	Mark Quigley		
Vice President	John Keenan		
PEC Initial Review			
PEC Final Review (Notice)			
All University Committee (Notice)			
President (Notice)	Patricia Maguire Meservey		
Board of Trustees			