

Part-time Employees with Multiple Assignments

An employee can become benefits-eligible as a result of multiple assignments that equal or exceed 20 hours a week. Semesterly assignments can also create an opportunity for benefits eligibility. In many cases an employee works at several different campuses and the department may not be aware of other assignments. Because Human Resources is verifying whether part-time employees meet the criteria of becoming benefits eligible, it is essential that the recommendation form be as accurate as possible when stating the hours worked per week.

Do not use a standard 19.5 hours per week for part-time employees. Record an accurate reflection of the average hours worked per week.

Note that HCC non-exempt full-time employees may not work a part-time HCC assignment. No exceptions.

Computing Hours Worked for Benefits-Eligibility Criteria:

(Note: this is not the same computation used to determine equated hours for pay purposes.)

(Total semester credits) X 2 + (Total part-time hourly assignments) = Total hours

Refer to the HCCS catalog to determine the credit value of the course being taught to fill in the above equation:

Example:

MUSI 1183 = 1 credit
MUSI 1306 = 3 credit

Total = 4 credits x 2 = 8 hours

If you want the maximum hours of this employee to be 19.5, subtract hours from the 19.5 to calculate remaining hours available for the part-time hourly assignment. In this case it would be 11.5 (19.5 hours maximum – 8 hours teaching above = 11.5)

Call your Human Resources Representative if you have any questions regarding this computation.