

## Part-Time Hourly Employees - Benefits and Associated Costs

Part Time-Hourly/Temporary employees maintain an “at-will” employment relationship. This means that either the employee or the College may terminate the employment relationship at any time, for any reason. Part time-hourly employees are not scheduled work more than 1050 hours in a 12 month period. Funding for these positions is generally limited no more than 69 hours per month. We recommend working temporary employees no more than 17 hours per week, which will ensure you do not exceed budget and allowable hours.

If you have questions on these limitations for temporary hourly employees, please contact the HR/Payroll Office. It is very important that hourly employees be given correct information on the limitations of their employment before they accept the position.

Hours of work	Eligibility and Impact	Costs	Governing Rules
<p><b><u>350 hours</u></b> Rolling 12 month period</p>	<p><b>Union Member Eligibility (WFSE)</b></p> <p>Employees, who work 350 hours or more in a rolling 12 month period, may become a member of the Washington Federation of State Employees Higher Education (WFSE HE) Union.</p> <p>If their hours drop below 350 hours, they will no longer be represented unless they once again reach 350 hours or more in their anniversary year.</p>	<p>The employee pays union dues of 1.5% of their gross salary.</p>	<p>Article 5.1.A of the CBA</p> <p><a href="#">WAC 357-04-045</a></p>
<p><b><u>480 hours</u></b> Rolling 6 month period</p>	<p><b>Health Care Benefit Eligibility</b></p> <p>An employee expected to exceed six months of employment at half-time or more is eligible for this benefit. If you know the employee will exceed this limit at the start of employment, we begin paying in the first month.</p> <p>Employees who work 480 hours or more within a rolling 6 month period become eligible for healthcare benefits.</p> <p>This benefit will continue as long as the employee works at least 8 hours each month.</p> <p>If the employee does not work for one month, their health insurance is dropped.</p>	<p>The College pays <b>\$939.00 per month</b> beginning the month after eligibility is determined.</p> <p>The expense will come out of your department budget, as there is no special reserve for anticipated benefit costs.</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><a href="#">WAC 182-12-114</a></p> <p><a href="#">Health Care Authority</a></p>

<p><b><u>1050 hours</u></b> 12 months-measured from anniversary date</p>	<p><b>Petition for Permanent Status</b></p> <p>Each new hire has his/her own anniversary date, determined by the date of hire. Generally speaking, we recommend that part-time employees should not be scheduled more than 17 hours a week.</p> <p>If the position exceeds this amount, the employee could become permanent by default. An employee can also petition to become a permanent classified employee if they work 1050 hours or more within their 12 month anniversary year.</p>	<p>Full time classified employee salary based upon the classification range &amp; step</p> <p style="text-align: center;">AND</p> <p>cost of health care benefits which are <b>\$11,268.00 annually</b></p>	<p><a href="#">WAC 357-19-450</a></p>
<p><b><u>Over 69 hours per month</u></b></p> <p>Based on 12 month Anniversary Year</p>	<p><b>Retirement Benefit Eligibility</b></p> <p>When an employee works more than 70 hours per month (5 times or more) during their 12 month anniversary year 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>"Year" means any 12 consecutive month period established and applied consistently by an employer to evaluate the eligibility of a specific position. In the case of ongoing positions, the year used by the employer must be the same for all positions. In the case of a project or temporary position, the year used may be specific to the position. The term may include but is not limited to a school year, calendar year or fiscal year.</p>	<p>Contribution rates vary depending on the plan, they would have the option of joining PERS 2, or PERS 3. The employer cost currently is 12.70% 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.</p>	<p><a href="#">Department of Retirement Systems</a></p> <p><a href="#">RCW 41.40.010(25)(a)</a></p> <p><a href="#">WAC 415-108-680</a></p> <p><a href="#">WAC 415-108-010</a></p>

