

Dixie State University Policy

310 Part-Time Employment



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 To define the various types of University non-benefited part-time employment and outline employment guidelines for those individuals who work in a part-time capacity within Dixie State University as defined by University Policy 301: Personnel Definitions. It is also meant to set up procedure for the hiring, maintenance, and termination of part-time employees.

II. Scope

- 2.1 This policy applies to all part-time employment within Dixie State University (DSU). Since auxiliary/adjunct faculty are defined by University Policy 631: Faculty Categories and University Policy 638: Adjunct & Clinical Faculty, this policy will focus on hourly employment, seasonal/temporary employment, and rare instances of part-time employees with more than one part-time assignment.

III. Definitions

- 3.1 ***Regular Part-time Employee (variable hour employees):*** Those individuals who are scheduled to work between 0-29 hours per week with varying hours based on job assignment and availability. These positions may be classified into several subcategories, including:
 - 3.1.1 ***Student Employee:*** A Dixie State University student who is enrolled in six or more credit hours in the current academic semester who also works in a non-benefited part-time campus position.
 - 3.1.2 ***Work-Study Employee:*** A Dixie State University student employee who is eligible for a need-based financial aid award specifically allocated for campus work as part of their school financial aid package. These positions are subject to special federal guidelines governed by the

- 3.1.3 **Hourly Employee:** A non-benefited part-time employee who does not meet the definition of a student employee or work-study employee.
- 3.2 **Seasonal/Temporary Employee:** A Dixie State University part-time employee specifically hired to complete a certain task within a specific set time frame (usually limited to work completed in less than a pay period but not to extend beyond 90 days). While an hourly assignment may be considered seasonal/temporary, a seasonal/temporary assignment differs in the specific time frame assigned and is not ongoing for an unspecified period of time.
- 3.3 **Part-Time Auxiliary and Adjunct Faculty:** part-time instructional faculty as defined by University Policy 631: Faculty Categories and University Policy 638: Adjunct & Clinical Faculty.
- 3.4 **Work Week:** defined for the purpose of this policy as Saturday morning at 12:00 am through the subsequent Friday evening at 11:59 pm.
- 3.5 **Work Month:** defined for the purpose of this policy as the time frame for which part-time labor is compensated in any given month with DSU's payroll structure. This would be the 21st of one month thru the 20th of the subsequent month (e.g. February 21st – March 5th are payable on March 15th while March 6th – 20th of the month are payable on March 31st. Thus, February 21st – March 20th would be defined as one month since that time frame is payable all within the month of March).

IV. Policy

- 4.1 Departments are responsible for working with the Financial Aid Office for all work-study positions (both advertising, selection, and/or hiring) and the DSU Career Center to advertise open student positions. Departments are encouraged to utilize DSU Human Resources to advertise hourly and adjunct faculty positions as needed. Hiring guidelines for part-time employees should be established within the department to ensure fair and equitable screening; hiring practices must comply with University Policy 306: Equal Employment Opportunity.
- 4.2 Prior to beginning work, part-time employees are required to complete employment paperwork with their hiring department and/or DSU Human Resources. This paperwork will also disclose the rules and regulations governing part-time employment including job classification, benefit ineligibility, employment policies, timekeeping practices, required trainings, etc.

- 4.2.1 Work-study employees will sign a contract and complete employment paperwork with the Financial Aid Office prior to beginning work. Work-study employees are not allowed to work during class time.
- 4.2.2 Departments must work with Human Resources (and the Financial Aid Office in the case of work-study employees) and the new or re-hired employee to ensure correct and up-to-date hiring paperwork is completed in a timely manner.
 - 4.2.2.1 Failure to comply with the above regulations violates University Policy and federal law regulating employment and may result in federal fines and possible corrective and disciplinary action for hiring authorities (see University Policy 372: Corrective and Disciplinary Action).
- 4.3 Student and Hourly employees should not be scheduled to work more than 29 hours per week. All part-time employees are limited to no more than 125 hours per month with part-time faculty limitations established in University Policy 631: Faculty Categories and University Policy 638: Adjunct & Clinical Faculty.
 - 4.3.1 Departments and part-time employees are responsible for monitoring employee hours each month to ensure compliance with policy. Human Resources will also monitor workload and work with departments and/or part-time employees to ensure compliance with federal and state regulations governing part-time employment. Failure to comply with the above regulations may result in employee reclassifications, additional departmental costs, and possible corrective and disciplinary action for supervisors and/or employees (see University Policy 372: Corrective and Disciplinary Action).
- 4.4 Work-study employees shall not work more than 20 hours per week to avoid exceeding the maximum allowable funding allocated per semester and/or academic year and give priority for the student's educational endeavors.
- 4.5 Part-time employees are allowed to have only one active position. In rare instances, with approval of Human Resources and the Payroll Office, part-time employees may have a secondary active position on campus at the same time (e.g. March 21 – May 6, September 6 – November 21, etc.). Workload regulations as defined by section 4.3 above are required between both positions.
 - 4.5.1 Employees with an active part-time non-instructional (hourly) position who are approved for a temporary part-time instructional (adjunct faculty) position (or vice versa) for the same period of time (August 25 – December 11, etc.) will be required to report both positions as hourly

with workload regulations defined under section 4.3. Human Resources and the Payroll Office must be notified and approve of this arrangement prior to the second position being created and the employee beginning work in the secondary assignment.

- 4.5.2 Work-study employees are limited to only one active work-study position at a time. As such, any secondary position will be classified as a student position. Approval for a work-study student to obtain a second (student) position on campus is required from the Financial Aid Office, Human Resources, and the Payroll Office prior to the employee beginning work in the secondary assignment. If approved, work-study students are still limited in workload as defined by sections 4.2.1 and 4.4 above between both positions.
- 4.5.3 Human Resources and the Payroll Office reserve the right to deny the request for a secondary assignment if the request causes undue hardship to either department, undue administrative burden, or failure to comply with regulations set forth in this policy.
- 4.6 Changes to part-time assignments (pay rate, index code changes, title changes, etc.) must be submitted to DSU Human Resources prior to the change being effective. Justification should be provided for these types of changes that can be incorporated into the employee's personnel file.
- 4.7 When part-time employees end employment (either through voluntary resignation/retirement or involuntary termination as defined by University Policy 373: Termination and Reduction of Workforce), the immediate supervisor and/or the department is required to contact DSU Human Resources to terminate the position within HR records. Comments relating to why the employee left employment will be added to the employee's personnel file. Human Resources will contact the Payroll Department in the event of an involuntary termination to arrange final payment.
 - 4.7.1 Active part-time positions where work has not been done and/or pay has not been issued for a marked period of time will be terminated automatically by Human Resources to comply with federal and state new hire/re-hire regulations.

V. References

- 5.1 DSU Policies 301-320 (Hiring Practices)
(<https://files.dixie.edu/sites/hr/pl/SitePages/300.aspx>)
- 5.2 DSU Policies 321-340 (Conditions of Employment)

- 5.3 DSU Policies 341-370 (Compensation and Benefits)
- 5.4 DSU Policies 371-380 (Disciplinary)
- 5.5 DSU Policy 631 (Faculty Categories)
(<https://files.dixie.edu/sites/hr/pl/policy/631.docx?Web=1>)
- 5.6 DSU Policy 638 (Adjunct & Clinical Faculty)
(<https://files.dixie.edu/sites/hr/pl/policy/638.docx?Web=1>)
- 5.7 Financial Aid Office Work-Study Supervisor Handbook

VI. Procedures

- 6.1 Once an individual has been selected for part-time hire, whether as a new DSU hire or a re-hire that has not been employed at Dixie State University in the last 12 months, the employee and his/her department are required to complete employment forms. These forms (with the exception of work-study employment forms) are found on the Human Resources Forms Webpage <http://dixie.edu/humanres/forms.php> and are maintained by DSU Human Resources or in the Human Resources office. Work-study employment forms are maintained within the Financial Aid Office.
 - 6.1.1 Employees who have worked for Dixie State University within the last 12 months and are re-hired will complete re-hire paperwork, also available online or in the Human Resources office.
- 6.2 Once paperwork has been processed, regular part-time employees must report time worked (established as a clock in/out) at the beginning and end of every shift using the approved timekeeping system. Immediate supervisors will work with employees to ensure compliance with FLSA regulations (see University Policy 352: Staff Compensation), proper hours are recorded, and timecards approved by deadlines established by the DSU Payroll Department (see <http://www.dixie.edu/busoff/payroll.php> for Payroll Forms, Training, and Deadline Calendars). Part-time employees will be paid through the standard payroll cycle as defined by University Policy 342: Payroll.

VII. Addenda – N/A

Policy Owner: Human Resources, Exec. Director
Policy Steward: DSU Human Resources

History:
Approved 4/29/16