

# Dixie State University Policy

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## 310 Part-Time Employment



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### 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 part-time instructors are defined by University Policy 631: Faculty Categories and University Policy 638: Part-Time Instructor Track Faculty, this policy will focus on hourly employment, seasonal/temporary employment, and rare instances of part-time employees requesting more than one part-time assignment concurrently.

### III. Definitions

- 3.1 ***Minor-Age Part-Time Employee:*** a part-time hourly employee who is under the age of 18, but eligible for hire per State of Utah employment law guidelines.
- 3.2 ***Part-Time Instructor:*** part-time instructional faculty as defined by University Policy 631: Faculty Categories and University Policy 638: Part-Time Instructor Track Faculty.
- 3.3 ***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. Part-time employees may be classified into several subcategories, including:

- 3.3.1 **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.
- 3.3.2 **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 University's Financial Aid Office and Work-Study Supervisor Handbook.
- 3.3.3 **Hourly Employee:** A non-benefited part-time employee who does not meet the definition of a student employee or work-study employee.
- 3.4 **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.
- 3.5 **Work Month:** For the purpose of this policy, is the time frame for which part-time labor is compensated in any given month with DSU's payroll structure. Specifically, a month of part-time labor at DSU is the 21<sup>st</sup> of one month thru the 20<sup>th</sup> of the subsequent month. For example: February 21<sup>st</sup> – March 5<sup>th</sup> are payable on March 15<sup>th</sup> and March 6<sup>th</sup> – 20<sup>th</sup> are payable on March 31<sup>st</sup>. Thus, February 21<sup>st</sup> – March 20<sup>th</sup> would be defined as one work month since that time frame is payable all within the month of March.
- 3.6 **Work Week:** For the purpose of this policy, is Saturday morning at 12:00 am through the subsequent Friday evening at 11:59 pm.
- 3.7 **Work Year:** For the purpose of this policy, is a rolling 12-month calculation used specifically by Human Resources in tracking part-time employee work hours, to ensure benefits ineligibility under the Affordable Care Act (ACA). For example: part-time hours paid February 2020 – January 2021 is considered one work year. As hours for February 2021 are worked and paid, February 2021 hours will replace February 2020 hours in the rolling 12-month calculation for determining benefits ineligibility (e.g. March 2020 – February 2021 becomes new work year). This process of maintaining a current rolling 12-month calculation continues year-round.

## 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 Career Services to advertise open student positions. Departments are encouraged to utilize DSU Human Resources to advertise hourly and part-time instructor 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, Affirmative Action, & Veterans' Preference.
- 4.2 Individuals under the age of 18 are not eligible for hire into a part-time position that requires a background check under DSU Policy 329. Such individuals can work on campus in positions not requiring a background check, but must be approved by Human Resources prior to being offered employment, and are ineligible for certain employment privileges, such as HPC access.
  - 4.2.1 Supervisors with minor-age part-time employees are required to follow additional guidelines concerning required meal periods, paid rest periods, etc. See Utah State Administrative Code R-610-2-3 (Employment of Minors) for details.
- 4.3 Part-time employees must be residents of the State of Utah, or a state in which the University has approved employment established, in order to accept DSU employment. Such residency must also be maintained during DSU employment, with any changes in address for out-of-state employees being reported to Human Resources immediately. A list of eligible states is available from Human Resources and may only be updated with approval from Human Resources and the Payroll Office.
- 4.4 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.
  - 4.4.1 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.
  - 4.4.2 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.

4.4.2.1 Failure of employees or departments to comply with the above regulations within the timelines governed by University or federal employment law violates University Policy and federal law regulating employment. Such violations may result in federal fines for the hiring department and possible corrective and disciplinary action for hiring authorities (see University Policy 372: Corrective and Disciplinary Action).

4.5 Student and Hourly employees should be scheduled to work no more than 29 hours per week on a consistent basis (e.g. over multiple weeks during any given month and/or year). All part-time employees are limited to no more than 125 hours per month; in months with more days in a pay period, schedules of part-time employees may need to be adjusted to keep them below 125 hours per month. Part-time instructor limits are established in University Policy 631: Faculty Categories and University Policy 638: Part-Time Instructor Track Faculty.

4.5.1 International student employees are limited to working no more than 20 hours per week during fall and spring semesters, per visa regulations. Such employees may work up to 29 hours per week during the summer.

4.5.2 Hourly employees must obtain their supervisor's approval prior to working more than 29 hours per week.

4.5.3 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).

4.5.4 A department may require part-time hourly employees to work overtime, in rare instances and with department head approval. The University provides overtime pay to hourly employees whose work exceeds 40 hours in a workweek, with overtime hours paid/compensated at the rate of time and one-half of the regular base pay rate for each overtime hour worked.

4.5.5 If an hourly employee is required to work a large event on an official

University holiday (as defined in DSU Policy 346), the employee may be entitled to holiday premium pay (or double their regular rate of pay) for that specific day. Such premium pay requires the VP's approval and must be documented with Human Resources and Payroll prior to working the event. All other work completed on holidays will be paid at the employee's regular rate of pay or as overtime hours within the workweek, as outlined in section 4.5.4 of this policy.

- 4.6 Work-study employees shall work no more than 20 hours per week to avoid exceeding the maximum allowable funding allocated per semester and/or academic year and give priority to the student's educational endeavors.
- 4.7 Part-time employees are allowed to have only one active position at a time. 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.
  - 4.7.1 Employees with an active part-time non-instructional (hourly) position who are approved for a temporary part-time instructor 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.
  - 4.7.2 Work-study employees are limited to only one active work-study position at a time, and may not work in a secondary position while being classified and paid as a work-study employee.
  - 4.7.3 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.
- 4.8 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. Such changes will be submitted through the Electronic Personnel Action Form (EPAF) system. Justification should be provided for these types of changes that can be incorporated into the EPAF for the employee's personnel file.
- 4.9 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 department head is required to contact DSU Human Resources immediately to terminate the position within HR records, utilizing the Electronic Personnel Action Form (EPAF) system. Comments relating to why the employee left employment will be added to the EPAF for the employee's personnel file. Human Resources will contact the Payroll Office, in the event of an involuntary termination, to arrange final payment.

- 4.9.1 Active part-time positions where time punches have not occurred and/or pay has not been issued for 60-90 consecutive days 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)
- 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
- 5.6 DSU Policy 638: Part-Time Instructor Track Faculty
- 5.7 DSU Financial Aid Office Work-Study Program:  
<https://financialaid.dixie.edu/work-study-program/>
- 5.8 DSU Human Resources (for new hire forms, EPAF system information, etc.):  
<https://humanresources.dixie.edu/>
- 5.9 DSU Payroll Office (for payroll forms, timekeeping information, etc.):  
<https://employees.dixie.edu/business-services/payroll/>
- 5.10 Utah State Administrative Code R610-2-3: Employment of Minors

## **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 their department are required to complete

employment forms. Forms for brand-new part-time student and hourly employees (e.g. individuals who have never worked on campus before) are found on the Human Resources webpage (<https://humanresources.dixie.edu>) or available in Human Resources. Work-study employment forms are available in the Financial Aid Office.

- 6.1.1 Part-time employment forms and the EPAF system are maintained by DSU Human Resources, whereas work-study employment forms are maintained by the Financial Aid Office.
- 6.1.2 Employees who have worked for Dixie State University within the last 12 months and are rehired can be rehired electronically by the hiring department, through the EPAF system. Links, information, and training for the EPAF system is available on the Human Resources' website.
- 6.2 Once paperwork has been processed, regular part-time employees must report time worked (established as a clock in/out punch) at the beginning and end of every shift using the approved Payroll 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 Office. Part-time employees will be paid through the standard payroll cycle as defined by University Policy 342: Payroll.

## **VII. Addenda – N/A**

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Policy Owner: Executive Director of Human Resources  
Policy Steward: DSU Human Resources, Payroll Office

History:

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