

## Frequently Asked Questions

### CMU Work Hour Limitation for Employees in Non-benefit Eligible Positions

The questions and answers below are relevant to employees with a primary assignment in one of the following non-benefit eligible classifications:

- Student employees
- Temporary staff
- Graduate Assistants
- Global Campus adjunct faculty
- Less-than-half-time fixed-term faculty

#### 1. What are the work hour limitations for non-benefit eligible employees?

Effective January 4, 2015, employees with a primary assignment in a non-benefit eligible position will be allowed to work a maximum of:

- **50 hours per pay period during the fall and spring semesters** including exam weeks, spring break and the holiday break in December and January; and
- **80 hours per pay period during the summer** for a total of eight bi-weekly pay periods beginning with the pay period that includes the start of summer classes.

The per pay period limits apply to the combined hours worked for all non-benefit eligible assignments held by an individual employee. Employees working multiple assignments must inform supervisors of all CMU work and are expected to self-monitor their total hours worked per pay period, combined for all assignments, to ensure they do not exceed the limits.

*Note: The per pay period limits are intended to be applied as an approximate cap for Global Campus adjunct and fixed-term faculty. Additionally, Global Campus faculty will be restricted to a maximum range between six and eight courses across all terms within a year. Specific questions about Global Campus faculty workload may be directed to Global Campus at 989-774-3869 (faculty approval services).*

#### 2. Why is it necessary to limit the number of hours non-benefit eligible employees are permitted to work?

The policy is necessary to ensure compliance with Affordable Care Act. Providing health care coverage to non-benefit eligible employees would require a significant expenditure of university funds that are not budgeted.

#### 3. Who is responsible for adhering to and monitoring the work hour limitation policy?

Responsibility for strict adherence to the work hour limitation policy is placed on both supervisors and employees. It is expected that hours worked — totaled for employees who work multiple jobs at CMU— will be monitored and adjusted as needed each pay period (bi-weekly basis). Failure to adhere to the limits will result in the following consequences:

- Employees who exceed these limits will face reductions in the number of future hours they can work. If they continue to exceed the limitations after three warnings they will be terminated from their current position(s).
- If CMU is assessed a penalty under the ACA employer mandate, the department(s) responsibility will be charged the financial penalty, a \$3,000 minimum charge, for each employee who triggered the penalty.

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Monitoring the work hour limits will be conducted following each pay period by the appropriate HR office: Student Employment Services for students, Employment Services for temporary staff, Faculty Personnel Services for Graduate Assistants and Fixed-Term Faculty, and Global Campus for Adjunct Faculty. Any issues will be addressed immediately with the supervisors and employees.

**4. Can an employee be rehired if he/she was terminated for non-compliance with CMU's work hour limitation policy?**

The employee may be rehired in a different department after one full semester from the date of termination. For example, employee A receives his/her third warning and employment ends in November. Employee A would be eligible for rehire for the proceeding summer term. If the employee is rehired, the first violation of the work hour limitation policy will result in termination without eligibility for rehire.

**5. Are faculty and staff with a primary appointment in a benefit-eligible position affected by these work hour restrictions?**

No. The work hour limitations do not apply to employees with a primary assignment in a regular faculty, half-time or greater fixed-term faculty or regular/provisional staff position since these employees are offered CMU's group health plan coverage.

**6. Are resident assistants, multicultural advisors and other positions receiving remuneration in the form of "in kind wage" for room and board affected by these work hour limits?**

Hours worked in a resident assistant or multicultural advisor position will not count toward the work hour limitations. The decision to not include resident assistant or multicultural hours is based on a careful legal review indicating a lack of direct regulatory guidance regarding this issue. Keep in mind that this decision could change if, in the future, specific regulatory guidelines are issued addressing this question.

**7. Are these changes consistent with other policies and practices?**

Yes. CMU international students and graduate assistants already are limited to working 20 hours per week. Years ago, the university limited all undergraduate students to 20 hours per week.

Additionally, other public Michigan universities limit student employees to 20, 25 or 29 hours per week. Some universities also limit temporary staff and adjunct faculty work schedules to part-time levels.

**8. What options are available to departments with unmet job demands?**

Managers are encouraged to hire additional employees in non-benefit eligible positions working fewer hours than previously to meet operational demands. Exception requests will be considered for departments that demonstrate extreme need for a temporary staff employee to work up to 58 hours a pay period across the calendar year. Exceptions are not available for student or graduate assistant employees.

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#### 9. Who should I contact if I have more questions?

Employees may address questions directly to their supervisors.

Supervisors and managers may direct questions to the appropriate HR service center.

- Student Employment Services: 989-774-3881
- HR-Employment Services: 989-774-3753
- Faculty Personnel Services: 989-774-3368
- Global Campus: 989-774-3869

#### 10. How do I find information about the Health Insurance Marketplace?

The [www.HealthCare.gov](http://www.HealthCare.gov) website offers different tools individuals can use to determine the cost of medical plans available through the Marketplace and the possible subsidies they may receive based on their income level and other factors.

Individuals can also call 1-800-318-2596 (TTY: 1-855-889-4325) to start or finish an application, compare plans, enroll or ask questions.

*Please note that CMU has no information or expertise on Marketplace insurance options, and CMU human resource representatives are not able to answer questions regarding these options.*