



STAFF EMPLOYMENT MANUAL

Title: 5.0 Benefits

Chapter: 5.16 Regular Part-time Positions

Issuance Status and Effective Date: March 2013

Regular part-time staff positions are scheduled to work a minimum of 20 hours per week, but not to exceed 30 hours per week, for a minimum of 40 weeks per year. Except as specified in this section or elsewhere to the contrary, benefits which apply to regular full-time staff do not apply to regular part-time staff.

The University reserves the right to modify, change or terminate the policies referenced above at its discretion.

The effect of this employee classification on University benefits is as follows:

- a. **Group insurance (medical, dental, supplemental life, spousal/same-sex partner life, dependent children life and personal accident, see also 5.01, Flexible Benefit Program):** Regular part-time staff are eligible to participate in certain University-offered group insurance plans, and are required to contribute 100% of the premium cost for any and all group insurance elected. Coverage is year-round. Monthly billing is coordinated by the Bursar's Office.
- b. **Defined Contribution Retirement Annuity Plan and Tax-Deferred Annuity/Group Supplemental Retirement Annuity Plan Options (See also 5.01, Flexible Benefit Program):** Regular part-time staff are eligible to participate in the Defined Contribution Retirement Annuity Plan and Tax-Deferred Annuity/Group Supplemental Retirement Annuity Plan once eligibility criteria are met. Per plan guidelines, regular part-time staff are required to work at least 1,000 hours per year to maintain eligibility for the Defined Contribution Retirement Annuity Plan. Participation in these plans is voluntary. See plan document for specific details.
- c. **Tuition Remission (See also 5.12, Tuition Remission):** Regular part-time staff are eligible for tuition remission for four credits per semester based on the current Tuition Remission Policy.
- d. **Employee Assistance Program (See also 5.13, Employee Assistance Program):** Regular part-time staff, their spouse or same-sex partner, dependent children or a family member residing in the employee's household are eligible for up to six completely private and confidential consultations per presenting problem per family member per calendar year at no cost to the employee.
- e. **Holidays (See also 5.03, Holidays):** Regular part-time staff are eligible for holiday pay for all University recognized holidays that occur on their regularly scheduled workday, and will be paid their current hourly rate for the number of regularly scheduled hours for that particular day. Part-time non-exempt staff who work on a University recognized holiday (other than a floating holiday) receive pay for the holiday plus their base hourly rate of pay for all hours worked on that holiday. This also applies to Easter Sunday. (See also 4.02, Hours, Overtime and Pay Practices.)
- f. **Emergency Closings:** Regular part-time staff are eligible for pay for delayed openings, early dismissals or other University closings that occur on their regularly scheduled workday. Pay for emergency closings will be based on their current hourly rate for the number of their regularly scheduled hours for that particular day. In the case of a delayed opening or early dismissal, the staff member must report to work on that day in order to be eligible for emergency closing pay.

- g. **Paid Sick Leave:** Consistent with Connecticut state paid sick leave law, certain employees who are not otherwise eligible for benefits under the University's paid time off policies may be entitled to paid sick leave. Effective January 1, 2012, non-exempt employees (including both regular part-time and temporary part-time) who are classified as "service workers" will be allotted one hour of paid sick leave for every 40 hours worked, up to a maximum of 40 hours per calendar year. Eligible employees are entitled to use allotted paid sick leave after the completion of 680 hours worked (only if the employee worked an average of 10 or more hours per week in the most recent completed calendar quarter) and may carry over of up to 40 hours of unused allotted paid sick leave time from the current calendar year to the following calendar year; however, they may use only up to 40 hours per calendar year, regardless of the number of hours carried over.

Paid sick leave may be taken for the following types of absences:

- preventative medical care for the eligible employee, his/her spouse and/or dependent child(ren);
- an illness, injury or health condition of the eligible employee, his/her spouse and/or dependent child(ren); or
- the medical diagnosis, care, treatment of mental illness or physical illness, injury or health condition or preventative medical care of the eligible employee, his/her spouse and/or dependent child(ren).

In addition, if the eligible employee is a victim of family violence or sexual assault, paid sick leave may be taken for the following types of absences:

- for medical care or psychological or other counseling for physical or psychological injury or disability;
- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault; or
- to participate in any civil proceeding related to or resulting from such family violence or sexual assault.

Eligible employees are expected, whenever possible, to cooperate with departmental scheduling requirements and established University guidelines, including notification and reporting procedures regarding an absence from work as covered in **6.05, Attendance Management**. In all cases, the employee is required to record time accurately on his/her time records.

Eligibility for paid sick leave will comply with the general standards put forth in **6.05, Attendance Management** and will, in addition, meet the following requirements:

- An absence for a partial day may be paid using no less than one (1) hour of paid sick leave time. The eligible employee's paid sick leave balance will be charged accordingly.
- Final approval regarding requests for paid sick leave time rests with the supervisor.
- If an eligible employee is on a previously approved paid sick leave day and the University closes due to a severe weather condition or emergency, the day or days closed will be counted as originally authorized.
- An eligible employee on an approved Leave of Absence or Family and Medical Leave will be required to use any available paid sick leave before going on unpaid status.
- There is no pay in lieu of paid sick leave time not taken.
- There is no payment of paid sick leave balances upon termination.

Retaliatory action of any kind taken by an employee of the University of Hartford against any other employee of the University of Hartford as a result of that person utilizing paid sick leave is prohibited by law as well as University policy.

Any employee aggrieved by a violation of the provisions of the Connecticut Sick Leave Act may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said commissioner may hold a hearing. After a hearing, the commissioner may assess a civil penalty or award other relief.