

## Regular Part-time Employee Frequently Asked Questions

### **Q: What is “regular part-time” employment status?**

A: Regular part-time employees hold a continuing position at the University of Hartford that is determined to be an integral part of the department’s established organizational structure. These positions are scheduled to work a minimum of 20 hours per week (but not to exceed 30 hours per week) for at least 40 weeks per year.

### **Q: If I am a regular part-time employee and I transfer into a regular full-time position, do I receive any credit for my part-time service?**

A: Yes. Regular part-time employees who transfer into regular full-time positions are issued an **adjusted service date**. This is the date upon which vacation and other applicable benefits (including seniority for recognition purposes) are based. The adjusted service date represents accumulated full-time service and is a calculated, as opposed to an actual, date. Adjusted service dates are only issued for employees with breaks in service of less than one year, and for part-time service completed prior to a full-time appointment (which is credited at one-half time). HRD calculates the adjusted service date when necessary and provides the employee with a calculation report and explanation.

### **Q: Are regular part-time employees eligible for any paid time off?**

A: Regular part-time faculty are paid by contract. Regular part-time staff are eligible for the following:

**Holiday Pay** – Regular part-time employees are eligible 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.

**Emergency Closing** – Regular part-time employees are eligible for pay for all delayed openings, early dismissals or University closings that occur on their regularly scheduled workday, and will be paid their current hourly rate for the number of their regularly scheduled hours for that particular day. (Note: In the case of a delayed opening or early dismissal, the employee must report to work on that day in order to be eligible for emergency closing pay.)

**Gift Days** – Regular part-time employees will be awarded gift days based on the Holiday Pay policy.

### **Q: Are regular part-time employees eligible for any unpaid time off?**

A: Yes, as defined below:

**LOA** – Regular part-time employees are eligible to apply for a voluntary short-term (30 days or less) unpaid leave. Leaves may be granted or extended solely at the discretion of the University upon request of the employee and are not considered an earned right.

**FMLA** – Under federal regulations, regular part-time employees who have completed one year of service and have worked 1,000 hours in the previous 12 months are granted up to 12 weeks of unpaid leave during a 12-month period. Connecticut state law provides eligible employees up to 16 weeks of unpaid leave during a two-year period. The federal and state laws run concurrently, therefore, the law offering the best advantage to the employee takes precedence. The leave is determined on a rolling month basis from the first day of leave of absence forward. Please contact HRD for detailed information on eligibility for and/or application procedures for requesting an FMLA leave.

**Q: What other benefits can regular part-time employees participate in?**

A: Regular part-time employees can participate in the following:

**Medical Insurance:** United HealthCare Point of Service, ConnectiCare HMO

**Dental Insurance:** AETNA, Inc. Freedom of Choice Dental

**Optional Life Insurance:** Supplemental Life, Spousal Life, Dependent Child(ren) Life and Personal Accident

**Defined Contribution Retirement: TIAA-CREF Retirement Annuity, TIAA-CREF Group Supplemental Retirement Annuity Plan**

**Other Benefits:** Tuition Remission for one course per semester (employee only), Franklin Trust Federal Credit Union Membership, Employee Assistance Program, Homeowners and Auto Insurance Discounts and Discounted Sports Center Membership