**Part-Time, Hourly Work Guidelines**

**1 – How many hours can I work?**

* **350** hours in a 12 month period –Become bargaining unit member
* **480** hours in **6** months (average of 70 hours/month) – Employee becomes benefit eligible and is contacted by human resources to complete insurance forms (department must pay $939/month for employee benefits). We recommend 69 hours per month.
* **70** hours in any **5** months/year – Employee is required to enroll in a retirement plan and have monthly contributions taken from their paycheck to go toward their plan. One-year “grace” period.

**Working 15-16 hours/week ensures that employees do not work more than allotted hours. It is the employee’s responsibility to notify your supervisors if you are working for more than one college department**.

\*\* The above rules do not pertain to students who are taking 6 or more credits.

**2 – What are the work break laws?**

* If a part-time hourly or student works more than 5 hours they must take an unpaid 30 minute break/lunch.
* **If it does NOT state on the timesheet that a break was taken when more than 5 hours have been worked, payroll will deduct 30 minutes.**
* You are allowed paid break periods of fifteen (15) minutes of four or more hours work at or near the middle of each shift.
* Part-time hourly workers receive 1 hour of sick leave for every 40 hours worked.

**3-What do I need to submit to the HR/Payroll Office before I can be paid?**

* W4, I9, and Background check **MUST BE** filled out before working
* Present Social Security Card and acceptable ID to HR/Payroll personnel
* Sign an Employment Authorization Agreement (Blue Form) and give to your supervisor
* Complete a timesheet and turn in to supervisor by the due date on the back of the timecard