



Department of Human Resources

Policy on Dual Employment Restrictions

Applicable Employees:

Any employee who currently does not receive state sponsored health insurance benefits and is not considered a full-time employee. Such employees are University Assistants, Adjunct Faculty, Graduate Assistants, & Student Employees.

Policy Effective Date: January 6, 2017 **Revision Date:** July 1, 2019

Overview:

The University was recently informed by the State Healthcare Policy & Benefit Services Division that if an individual works an average of 20 hours or more between **all** of their State of Connecticut positions, then they are entitled to State sponsored health insurance benefits.

Provisions:

Below is a listing of non full-time positions that the University has which all work less than 20 hours per week:

- **University Assistant** – Limited to an average of 19 hours per week per a Board of Regents resolution.
- **Adjunct Faculty** – Limited to a maximum of 8.00 load credits per semester in accordance with the AAUP collective bargaining agreement. Each load credit is calculated as 2.25 work hours per week. Thus, if an individual is carrying 8.00 load credits multiplied by 2.25 hours per week ($8.00 * 2.25$) they are considered to be working 18 hours per week.
- **Graduate Assistant** – Limited to a total of 20 hours per week.
- **Student Employee** – Limited to 20 hours per week during the academic year and 40 hours per week during the Winter Intersession and Summer sessions. Per a Board of Regents resolution, they are not permitted to work on any other payroll at the same time when they are employed as a Student Employee.



Department of Human Resources

Based on the above definitions, none of these employee designations work more than 20 hours per week, thus there are no implications that would result in the University being required to offer state sponsored health insurance benefits. However, if an individual works more than one of these employee designations at the same time, there could in fact be implications. An example of this would be an individual who teaches 3.00 load credits during a semester as an adjunct faculty member, while also working 19 hours per week as a University Assistant. Based on the above definitions, they would be working a total of 25.75 hours per week (i.e.: 6.75 hours in their adjunct faculty position and 19 hours per week in their University Assistant position). Based upon this, the University would be required to offer the employee state sponsored health insurance.

Since these part-time positions were not established with the intention of providing an individual with certain full-time employee benefits (i.e.: state sponsored health insurance), effective at the beginning of the next fiscal year (July 1, 2019), individuals will no longer be permitted to be employed in more than one part-time position at the same time when the hours worked in a week total an average of 20 hours or more. However, individuals will still be permitted to work in more than one employment category, as long as the total hours worked between the positions does not total 20 hours or per week. An example of this would be if an individual teaches 3.00 load credits as an adjunct faculty member during a semester while also working 13 hours per week as a University Assistant. In this situation the individual would work a total of 6.75 hours per week (3.00 load credits * 2.25 hours) in their adjunct faculty position in addition to the 13 hours per week in their University Assistant position, for a total of 19.75 hours per week.

If you have any questions regarding this policy please contact, Fred Cratty, Chief Human Resources Officer, at 203-837-8665 or via email at crattyf@wcsu.edu.