



Procedure 444-07 Secondary Positions

Sponsor: Human Resources

Purpose

The purpose of this procedure is to outline the process for a part-time faculty or staff to work in more than one position for the College and not exceed the maximum hours allowed.

Definitions

Maximum Hours Allowed - The combined hours that an employee may spend in a primary position and a secondary position over the course of the semester.

Occasional position – A position that does not have a set number of hours or set days and times every week or every month. For example, a substitute (sub) position is an occasional position.

Weekly Position – A position that has a set number of hours or set days and times every week or every month. For example, a tutoring position with a set schedule would be considered a weekly position.

Procedure

Compliance

The College is required by federal and state law to track total employee hours to determine benefit eligibility for the following benefits:

1. Arizona State Retirement System (ASRS) - Employees are required to contribute to ASRS when there is the intent for them to work 20 weeks at 20 or more hours per week in a fiscal year. The 20 weeks do not need to be consecutive.
2. Affordable Care Act (ACA) - Employees may become eligible to be offered health benefits when they average 30 or more hours per week during an annual measurement period. This could result in an unbudgeted financial obligation to the departments.

Supervisors will be responsible to pay for a portion of benefits from their budgets if the maximum hours are exceeded.

Limits on Secondary Positions

Part-time faculty and staff are limited to working no more than two (2) weekly position for the College. Occasional positions, example substitution, can be approved by the second-level supervisor and Payroll if hours between all positions remain under 19 hours per week. Exceptions for another secondary weekly position require approval by the Provost and Executive Vice President.

1. The part-time faculty or staff position is always considered the employee's primary position.
2. A second weekly position may be either an hourly part-time position (i.e. Tutor) OR other variable hours positions, for example:
 - a. Faculty additional duties:
 1. committee rep
 2. curriculum development
 3. course design
 - b. Tutor

- c. Mentor
- d. Interpreter
- e. Non-credit Instructor
- f. College sponsored employee development training(*occasional*)
- g. Emergency Medical Technical part-time position
- h. Fire Science part-time position
- i. Field trip driver (*occasional*)
- j. Substitute (*occasional*)

Secondary Positions and Secondary Position Form

Secondary positions require pre-approval from both supervisors, as well as the Payroll department, before starting a secondary position. If the teaching load (see Procedure 308-02) includes a combination of summer terms, or if it is for a fall or spring short course, it is important to discuss secondary positions with the Payroll department.

When a part-time employee is selected for a secondary position, the secondary supervisor will work with the employee and the primary supervisor to complete the Secondary Position Form and submit to the Payroll department. Once confirmation is received, the PAF or Substitute Request Form (for occasional substitution) must be processed before the employee begins work as a secondary hire.

Tracking Time

The weekly hours assigned for a part-time faculty position are based on current term load hours. The part-time faculty hours are deducted from the maximum hours allowed to determine the hours available for the secondary position. Part-time faculty or staff who work a secondary position are accountable for tracking their hours, staying compliant within the maximum hours allowed and there should be no “overlapping hours”.

References

Patient Protection and Affordable Care Act (Pub. L. 111-148, 124 Stat.119)
Arizona State Retirement System Employer Manual 2020

Procedure History

08/12/2015 Revised
11/20/2020 Revised, renamed (previously Multiple Positions), and approved by Executive Leadership Council

Legal Review

06/16/2015
August 2020