

444-07 REPORTING MULTIPLE POSITIONS—PROCEDURE

1. PURPOSE

The purpose of this procedure is to outline the circumstances in which part time staff and part time faculty may work two (2) positions at the College and not exceed hours for benefit eligibility. In order to comply with federal and state law pertaining to benefit eligibility, the College must track employee hours as an institution and not by individual departments. Each organization will pay the associated benefit contributions based on the appropriate percentage of time spent in each position. *Employees are required to contribute to the Arizona State Retirement System (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. 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.*

2. PROCEDURE

1. Part time staff and part-time faculty are limited to working no more than two (2) positions at the College. Supervisors for both positions must approve any proposed dual employment before hiring the employee.
 1. Part-time faculty is always considered the employee's Primary Position
 2. A second position, in addition to Part-Time Faculty, could be either an hourly part-time position (i.e. Learning Assistant) OR may include allotted variable hours working in any combination of Blended Positions. Blended Positions are approved as:
 - i. Committee Representative (College Council, Compensation, or Faculty Senate)
 - ii. Course Design/Curriculum Development
 - iii. Employee Development Participant (CARE Training, EDD, etc.)
 - iv. EMT Exam Crew Member
 - v. Field Trip Driver
 - vi. Fire Science Training Personnel
 - vii. Goodwill Instructor
 - viii. Interpreter
 - ix. Mentor
 - x. Substitute
2. The individual hour allowance for Part-Time Faculty is based on ASRS eligibility and current term load hours, which determine the maximum hours that a part-time faculty member can work in the approved positions listed above. Maximum hours allowed for a position are defined as the cumulative total hours allowed that an employee may spend in a Blended Position over the course of the entire semester. Please refer to the Blended Hours Guidelines for allowable hours. Any work outside of the Blended

Hours Guidelines requires special approval from both supervisors of each position as well as the Compliance Specialist. Part-Time Faculty who choose to work in a Blended Positions are accountable for tracking their hours and staying compliant with the maximum allowed.

3. Approval to work in a capacity other than what is listed in the Blended Position list requires special approval from both supervisors of each position as well as the Compliance Specialist.
 1. If teaching load is for a combination of summer terms, or if it is for a fall or spring short course, seek approval from the Compliance Specialist before starting any Blended Position work
4. After a candidate is selected for employment, the supervisor will work with the employee as well as the primary supervisor to complete the Multiple Position Approval Form and obtain all necessary approval signatures. The completed and approved form must be submitted with the PAF or Substitute Request Form prior to the employee beginning work.

3. BACKGROUND

1. References: Procedure 308-02, Patient Protection and Affordable Care Act (Pub.L. 111-148, 124 Stat.119), Arizona State Retirement System (<https://www.azasrs.gov/>)
2. Revision History: 08/12/15 (new)
3. Legal Review: 06/16/15
4. Sponsor: Human Resources