

Hiring Existing Part Time or Extended Part Time Employees for Additional Work

Occasionally, regular Extended Part-time or Part-time faculty and staff take on additional workload such as adjunct or other special assignment work, within or outside their college or division. To properly assign the employee to correct benefits classification the following guidelines and process have been established. We are providing these guidelines and process to ensure that all regular employees are in the appropriate employment category for benefits eligibility purposes. This will ensure that these employees will receive all the benefits to which they are entitled.

Regardless of the type of work performed:

- If the additional assignment is to be less than a six-month duration in a calendar year, the base pay, weekly hours and months or weeks per year will remain the same and the additional work is paid as adjunct or special assignment.
 - This would include work that is recurring in nature but totals no more than 6 months in the calendar year.
 - For example the employee may teach only during fall semester each year.
 - There is no change to benefits classification or Full Time Equivalent (FTE) calculated amount.
 - The Adjunct or Special Assignment payment would be processed through the normal payment entry through Oracle using RIT Employee/Adjunct Payment Entry.
- If the additional assignment is to be a six-month or longer duration in a calendar year, the base pay, weekly hours and months or weeks per year will be increased to reflect the new workload.
 - The base pay will need to reflect the new rate of pay and the existing rate of pay, if they are different. A blended rate will be calculated based on the hours worked per week for each assignment against the total hours worked per week.
 - The benefits classification may be changed depending on the additional hours.
 - The FTE calculated amount must be changed to reflect the new workload. The RIT Budget Office must approve any change in FTE in excess of 20% (excluding NTID).
 - The proportion of each departmental costing on the employee assignment needs to be changed to reflect the split workload and the blended rate (if any).
 - The primary department and supervisor will remain unchanged.

Process when hiring a regular Extended Part-time or regular Part-time employee to do additional work:

- The hiring department must contact the employee's current manager to determine the employee's current hours/workload.
- For exempt faculty employees – the current and additional workload must be calculated as a percentage of the total full-time workload as defined by the college with the current primary assignment.
 - If the additional workload is course instruction (as designated in SIS), the hiring department, working with the primary department must determine what additional percentage the new work is compared to the current plan of work. This can be based on contact hours or credit hours.
 - If the additional workload is non-instruction, the hiring department, working with the primary department must determine what additional percentage the new work is compared to the current plan of work. This additional amount can be based on hours worked per week as a percentage of total hours worked per week.
- For staff employees – the additional workload must be calculated as additional hours. If a staff employee has an Adjunct assignment (course or non-course work) the Adjunct assignment must be calculated based on hours per week including any prep or non-contact hour work time.

Benefits Classification Chart

Employment Category	Staff		Faculty <i>% of a full-time load, set by the Dean</i>
	Non-Exempt <i>Annual Scheduled Hrs</i>	Exempt <i>Weekly Sched Hrs for 10,11,12 mos/yr</i>	
Full-time	1,500 or more	40 hrs/wk	100%
Extended Part-time	750 or more	20-39 hrs/wk or 40 hrs/wk <10 mos/yr	50% or more
Part-time	less than 750	< 20 hrs/wk	Less than 50%