

The Board of Curators recently approved the new guidance policy on the implementation of the Affordability Care Act regarding employee health insurance. One component of the guidance policy relates to casual employees. Below are the excerpts from the policy in regard to casual employment.

All Casual positions will be limited to 25 hours per week for all positions regardless of funding unless Presidential approval is requested and granted to hire Casual Employees who work more than 25 hours a week. This will take effect on November 1, 2014 to ensure that those who are current Casual employees will agree to this policy change. Any new Casual Employees hired after July 1, 2014, will be required to follow the aforementioned 25 hours per week rule. For a casual position that does not meet either of the above criteria but works beyond a 90 day period, and 25 hours per week, the health insurance should be offered before the end of three full calendar months, no later than the day after this 90 day period. Any casual position meeting this clause will require Presidential approval prior to the start of the casual appointment. Based on this policy guidance, the following procedures will be used by the Human Resource Office in transacting casual appointment PTRs.

All casual appointment PTRS previously submitted and approved for FY 15 (beginning July 1, 2014), that have a FTE of .5 or greater; and have a term of employment beyond November 1, 2014 will automatically end on October 31, 2014. The departments will need to submit new PTRS beginning November 1, 2014 and follow the guidelines as referenced above.

For continuation of current casual appointments into FY15 and PTRs are yet to be processed, departments can employ the individual up to 40 hours a week from July 1st through October 31st without being impacted by the ACA provisions. New PTRs will need to be done beginning November 1, 2014 and follow the guidelines as referenced above.

To obtain Presidential approval, a written justification must be submitted to the President's Office prior to submission of the PTR. The approved justification, must be attached to the PTR