Revised January 15, 2016

SUBJECT: Benefits for Hourly Employees Who Work Six Months or Longer

1. **General Information.** Employees' Group Insurance and the Wyoming Retirement System require that temporary, non-benefited employees working 80 hours/month or more or 86 hours/month or more, respectively, for six (6) months or longer shall be afforded insurance and retirement benefits.

2. **Procedure.** If a temporary, non-benefited employee works 80 hours/month or more for six (6) consecutive months, the position must either be eliminated or a fully benefited position must be established and an open search conducted in accordance with University policy and procedure.

   It is the responsibility of the department to monitor time worked for their temporary non-benefited employees. Once the temporary, non-benefited employee reaches the limit, the department in consultation with the Human Resources Department, will initiate the process to either eliminate the position or create a benefited position, and obtain the appropriate approvals.

3. **Student employees.** Full time students are exempt from this policy.

4. **Responsibility.** The responsibility for administration of this directive rests with the Director of Human Resources. Questions relating to the administration of this directive should be referred to the Human Resources Department.

Approved

Richard C. McGinity
University President

Date 1/19/16

Source:
Originally approved June 16, 1994
Amended October 19, 2009