# Temporary Hourly Employee Information Sheet

: HOFRPH WR WKH 8QLYHUVLW\ RI 1HYDGD /DV 9HJDV <RX KDYH EHHQ KLUH current fiscal year. This information sheet is provided to all temporary hourly employees and contains basic information about your employment with us.

## **Employment Status**

You are employed at-will. This means that the university or you may terminate your employment at any time without cause or notice for lawful reasons.

## Hours Worked and Compensatio n

Work schedules may vary. You will be provided a paid break and unpaid lunch period consistent with federal and Nevada state law. You will be paid on an hourly basis for each hour worked. You must ensure all hours worked are recorded timely using the university time reporting system. Overtime is paid consistent with federal and Nevada state law.

### **Hours Worked Limitation**

The university requires that you work no more than 1,039 hours in a fiscal year (July 1-June 30). University procedure is to immediately terminate you once you have reached 1,000 hours worked unless there are exceptional circumstances.

### Medical Insurance

NSHE adheres to the requirements of the Affordable Care Act (ACA). You are considered a part-time variable hour employee. Hiring units must accurately record the number of hours you are expected to work and are not permitted to alter your full-time equivalency (FTE) to impact your eligibility for medical insurance.

If you are hired to work less than 80 hours per month (49.9% FTE or less), your hours worked will be measured during the first 10 months of employment to determine eligibility for medical benefits for the following 10 months, also known as the stability period. You will be eligible for benefits during the stability period if you work at least 1,300 hours over the 10-month measurement period.

If you are hired to work 80 or more hours a month (50% FTE or greater), you are benefits eligible and medical coverage will be offered through the Public Employees Benefits Program (PEBP) on the first of the month concurrent with or following your hire date.

#### Other Benefits

Х	FICA Alternative Plan (mandatory retirement plan in lieu of Social Security): Participation by temporary hourly
	employees is mandated by NSHE. More information available at

Breaks in service between temporary hourly employment and employment in other capacities for the university are not

Hiring Manager: Required attachment for new hire transaction