



GUIDELINES FOR PART-TIME POSITIONS AT COLLIN COLLEGE

Table of Contents

| | |
|--|---|
| OVERVIEW: | 2 |
| PT POSITIONS THAT DO NOT HAVE FULL-TIME EQUIVALENT POSITIONS | 2 |
| PT POSITIONS THAT HAVE FULL-TIME EQUIVALENT POSITIONS | 2 |
| MAXIMUM TEACHING LOAD FOR PT ASSOCIATE FACULTY | 3 |
| CONTACT HOUR TO TRS CLOCK HOUR CONVERSION CHART | 3 |
| TEMPORARILY WORKING MORE THAN THE MAXIMUM ALLOWABLE WEEKLY HOURS | 4 |
| GUIDELINES SPECIFIC TO TRS RETIREES: | 5 |
| PT EMPLOYEES WITH MORE THAN ONE ASSIGNMENT (DUAL ASSIGNMENTS) | 5 |
| DUAL ASSIGNMENT CHART | 7 |

OVERVIEW:

The Teachers Retirement System of Texas (TRS) has changed its definition of full-time employees. As a result, in order to maintain the part-time status of employees, Collin College has modified and documented herein the procedures and guidelines for part-time work hours.

Retirees' Note: Retirees working part-time for the college should note that the information contained herein only includes the maximum hours the college permits regular part-time employees to work. TRS retirees should contact TRS directly to ensure that the actual hours worked each month do not adversely affect their eligibility for TRS benefits.

PT POSITIONS THAT DO NOT HAVE FULL-TIME EQUIVALENT POSITIONS

Part-time employees whose positions do not have a full-time equivalent position at Collin College may work a maximum of 14.5 hours per week. See the [TRS website](#) for more information.

The following part-time positions DO NOT have full-time equivalent positions at Collin; therefore, employees in these part-time positions are limited to working a maximum of 14.5 hours per week. ***Supervisors must enforce the maximum of 14.5 hours per week restriction for employees in these positions.***

| | |
|-----------------------|---|
| Accompanist | Fire Science Role Player |
| Art Gallery Assistant | Intern |
| ASL Assistants I-III | Steward Culinary Arts |
| Camp Director | Life Model |
| Camp Worker I-II | Medical Director |
| Cart Writer I-II | Mentor Liaison |
| Classroom Asst OST | Practicum Coordinator, IPPD Program III |
| Driver | Coord ESL Assessment |

PT POSITIONS THAT HAVE FULL-TIME EQUIVALENT POSITIONS

Part-time positions at Collin College not included in the above list have full-time equivalent positions at Collin College; therefore, employees in these part-time positions may work a ***maximum of 19.5 working hours per week*** (at the assignment/discretion of the supervisor).

MAXIMUM TEACHING LOAD FOR PT ASSOCIATE FACULTY

When determining maximum teaching load for part-time associate faculty, TRS requires that weekly course contact hours be converted into equivalent clock hours. For the purposes of determining equivalent clock hours, each lecture or lab contact hour is considered equivalent to two TRS clock hours. Equivalent clock hours are designed to reflect the required face-to-face (or online) instructional time, as well as the time spent for class preparation and grading. In order to remain under the 19.5 hour weekly clock hour limit, part-time associate faculty members are generally limited to teaching 9 weekly contact hours (18 clock hours) each long 16-week semester. **Please note, clock hours must be calculated by week, not by semester.** Therefore, courses taught over Express, Maymester, Wintermester and Summer terms are limited to fewer than 9 weekly contact hours. The chart below is designed to assist supervisors with calculating weekly clock hours by assignment and term length.

CONTACT HOUR TO TRS CLOCK HOUR CONVERSION CHART

Contact Hour to Clock Hour Conversion Chart by Term Length

| | | 16 Week | Summer | Express | Summer | 4 Week | Weekend |
|---|----------------------|---------|---------|---------|--------|--------|--------------|
| | | Term | III | 8 Week | I/II | Term | Maymester |
| | | | 10 Week | Term | 5 Week | | Wintermester |
| | | | Term | | Term | | 3 Week |
| | | | | | | | Term |
| 3 Contact Hour Course (48 hours) | Weekly Contact Hours | 3 | 4.8 | 6 | 9.6 | 12 | 16 |
| | Weekly Clock Hours | 6 | 9.6 | 12 | 19.2 | 24 | 32 |
| 4 Contact Hour Course (64 hours) | Weekly Contact Hours | 4 | 6.4 | 8 | 12.8 | 16 | 21.34 |
| | Weekly Clock Hours | 8 | 12.8 | 16 | 25.6 | 32 | 42.68 |
| 5 Contact Hour Course (80 hours) | Weekly Contact Hours | 5 | 8 | 10 | 16 | 20 | 26.67 |
| | Weekly Clock Week | 10 | 16 | 20 | 32 | 40 | 53.34 |
| 6 Contact Hour Course (96 hours) | Weekly Contact Hours | 6 | 9.6 | 12 | 19.2 | 24 | 32 |
| | Weekly Clock Hours | 12 | 19.2 | 24 | 38.4 | 48 | 64 |

The shaded cells above indicate part-time teaching assignments that exceed the standard maximum of 19.5 weekly clock hours. These courses may only be assigned to part-time associate faculty members as a temporary exception, with approval from the appropriate Dean and Vice President/Provost. If a temporary exception is approved, the supervisor must ensure the associate faculty member stays within the guidelines listed below for working more than the maximum allowable hours for 16 weeks or less per academic year.

TEMPORARILY WORKING MORE THAN THE MAXIMUM ALLOWABLE WEEKLY HOURS

With their supervisor's permission, a part-time employee (who is NOT a TRS retiree) may work more than the prescribed maximum hours (19.5/14.5 hours per week) for their position and retain part-time (non-benefits) status for a total maximum of sixteen (16) weeks in any academic year, **as long as this does not result in the employee working such increased hours for more than 16 consecutive weeks across two academic years.**

Part-time employees that are permitted to work more than the prescribed maximum hours (19.5/14.5 hours per week) for 16 consecutive weeks that may cross two academic years must take a break before being permitted to work more than the maximum number of hours again. The required break must be for at least 4 consecutive weeks (1 month). Under such circumstances, an employee should not exceed a total maximum of sixteen (16) weeks in any one academic year.

EXAMPLE (PT STAFF):

A part-time employee generally permitted to work 19.5 hours, is asked by his supervisor to work 32 hours for 16 consecutive weeks from June 4, 2013 through September 21, 2013. The employee would not be permitted to work more than 19.5 hours for the following 4 weeks (September 24, 2013 through October 19, 2013), because doing so would result in the employee becoming benefits-eligible as he would have worked more than the maximum 19.5 hours for more than 4 ½ months.

EXAMPLE (PT ASSOCIATE FACULTY):

Part-time associate faculty members are generally limited to 9 **contact hours** (18 clock hours) per week. However, due to a last minute resignation of another faculty member, a part-time associate faculty member is assigned to teach four three-credit courses in the fall, for a total of 24 weekly clock hours. This load may be approved by the appropriate Dean and Vice President/Provost, as a temporary exception, for no longer than one semester. Because this load exceeds the standard prescribed associate faculty maximum, the part-time faculty member would be limited to the standard maximum of 9 contact hours per week in the spring.

Additionally, part-time employees may not work more than the prescribed maximum for more than 16 weeks that cross two academic years. Therefore, part-time associate faculty will be limited to 9 contact hours in the summer. Part-time associate faculty members who teach more than 9 contact hours over the summer, as an exception, are limited to 9 instructional units the following

fall. Exceptions may not be approved for two consecutive semesters during the same academic year, or in summer and again in fall since that would result in the employee working over the prescribed maximum for more than 16 weeks.

Part-time associate faculty members may teach a maximum of one three-hour course in Summer I and Summer II or two three-hour courses in Summer III. Assignments in Summer I and Summer II cannot be combined with a Summer III assignment without being applied as an exception for both the current and following academic years.

GUIDELINES SPECIFIC TO TRS RETIREES:

Exceeding the prescribed maximum hours (19.5/14.5 hours per week), or working as a substitute and a part-time staff or associate faculty member by a TRS retiree may result in a surcharge for the college and/or a loss of annuity payment for the retiree.

Therefore, while part-time employees who are not TRS retirees may temporarily work more than the prescribed maximum hours (19.5/14.5 hours per week) for their position and retain part-time (non-benefits) status for a total maximum of sixteen (16) weeks in any academic year, part-time TRS retirees may not work over 19.5 hours in any week, even as a temporary exception.

Additionally, because of the way TRS requires employers to calculate substitute work time by days instead of hours, part-time TRS retirees may not work as a substitute during any month in which they also have another active part-time staff or associate faculty assignment.

PT EMPLOYEES WITH MORE THAN ONE ASSIGNMENT (DUAL ASSIGNMENTS)

If a part-time employee has more than one part-time assignment at Collin College and any one of their assignments is on the list of part-time positions that DO NOT have full-time equivalent positions, that employee will be limited to working a total maximum of 14.5 hours per week for ALL assignments combined.

Note to Part-time Employees: You are responsible for notifying your supervisors if you work multiple assignments at Collin and to ensure that you do not exceed the total maximum number of hours for all assignments.

Employees may hold dual assignments in a part-time non-exempt position and as an Associate Faculty member, provided the number of teaching hours and part-time assignment hours adhere to the Dual Assignment Guidelines below. The Dual Assignment Charts on the following page should be used by employees and supervisors to determine the ***total maximum number of hours*** they may work per week in all positions combined, which is dependent upon the number of **contact hours** they are teaching each semester. These charts will help ensure that the number of part-time hours is less than the number of teaching hours. Additionally, the charts will help ensure that the total hrs/wk do not exceed 14.5 or 19.5 hours as noted above.

DUAL ASSIGNMENT GUIDELINES:

- Associate faculty members with part-time staff assignments may be regularly scheduled for up to a maximum of 14.5 or 19.5 hrs per week depending on the following:
 - Maximum of 14.5 hours per week for employees with any part-time assignment(s) for which there is no full-time equivalent position
 - Maximum of 19.5 hours per week for employees with part-time assignments for which there is a full-time equivalent position.
- Per FLSA, non-exempt employees must be paid for all hours worked.
- Per FLSA, an exempt employee may hold a non-exempt job provided that the exempt position remains their primary position. Time spent is a consideration for the determination of which assignment is “primary” for these purposes
- Employees requesting dual part-time assignments must work with their supervisors to ensure that the assignments do not interfere with the number of hours or schedules required by the two (or more) assignments. The approval to hold dual PT teaching and non-exempt staff assignments is not automatic and is based upon the supervisors’ review of work load, assignments, schedules and departmental priorities and other similar considerations.
- FT **non-exempt** employees **may not** hold an associate faculty assignment.
- FT **exempt** employees may hold a secondary associate faculty assignment, as long as it is scheduled outside of the employee’s regular 40 hour work week (adjusted schedule documentation will be required).

HOW IS THE NUMBER OF HOURS THAT CAN BE WORKED BY AN ASSOCIATE FACULTY MEMBER IN ADDITIONAL PART-TIME NON-EXEMPT ASSIGNMENTS CALCULATED?

In addition to ensuring the combined assignments do not exceed the 14.5/19.5 weekly maximum hours, due to FLSA considerations, **the Associate Faculty assignment must always be the primary assignment. Primary assignment exceptions are not permitted.** This means that the number of hours worked in the PT staff assignment must **always** be less than the number of hours worked in the Associate Faculty assignment. For these purposes, the number of hours worked in the Associate Faculty assignment is based upon equivalent work hours per week. Equivalent work hours are counted as two clock hours for each weekly lecture or lab contact hour.

EXAMPLES:

- An associate faculty load of one three-hour course (3 weekly contact hours) is equivalent to 6 weekly clock hours.
 - Since associate faculty assignment must be primary, a secondary staff assignment would be limited to 5.5 hours.
- An associate faculty load of one three-hour express course taught over 8 weeks (6 weekly contact hours) is equivalent to 12 weekly clock hours.
 - A secondary staff assignment **with** a full-time equivalent would be limited to 7.5 hours.
 - A secondary staff assignment **without** a full-time equivalent would be limited to 2.5 hours.

- An associate faculty load of three three-hour courses (9 weekly contact hours) is equivalent to 18 weekly clock hours.
 - A secondary staff assignment **with** a full-time equivalent would be limited to 1.5 hours.
 - A secondary staff assignment **without** a full-time equivalent is not permitted.

DUAL ASSIGNMENT CHART

**Dual Assignment Chart for Part-time Staff Positions
WITH a Full-time Equivalent for 16-Week Semesters**

| | | | | | | | | | | |
|---|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Weekly Contact Hours (Lecture + Lab) | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Equivalent Clock Hours | 0 | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 |
| Max Weekly PT Staff Hours For Positions WITH FTE | 0 | 1.5 | 3.5 | 5.5 | 7.5 | 9.5 | 7.5 | 5.5 | 3.5 | 1.5 |

**Dual Assignment Chart for PT Staff Positions
WITHOUT a Full-time Equivalent for 16-Week Semesters**

| | | | | | | | | | | |
|--|---|-----|-----|-----|-----|-----|-----|----|----|----|
| Weekly Contact Hours (Lecture + Lab) | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Equivalent Clock Hours | 0 | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 |
| Max Weekly PT Staff Hours for Positions WITHOUT FTE | 0 | 1.5 | 3.5 | 5.5 | 6.5 | 4.5 | 2.5 | .5 | 0 | 0 |

**Dual Assignment Chart for Part-time Staff Positions
WITH a Full-time Equivalent for Express, Maymester and Summer Terms**

| | | Summer III | Express | Summer I/II | Weekend Maymester | |
|---|---|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | 10 Week <i>Term</i> | 8 Week <i>Term</i> | 5 Week <i>Term</i> | 4 Week <i>Term</i> | 3 Week <i>Term</i> |
| 3 Contact Hour Course (48 hours) | Weekly Contact Hours | 4.8 | 6 | 9.6 | 12 | 16 |
| | Equivalent Clock Hours | 9.6 | 12 | 19.2 | 24 | 32 |
| Secondary Assignment | Max weekly PT Staff Hours for Positions WITH FTE | 9 | 7.5 | 0 | 0 | 0 |
| | | | | | | |
| 4 Contact Hour Course (64 hours) | Weekly Contact Hours | 6.4 | 8 | 12.8 | 16 | 21.34 |
| | Equivalent Clock Hours | 12.8 | 16 | 25.6 | 32 | 42.68 |
| Secondary Assignment | Max weekly PT Staff Hours for Positions WITH FTE | 6.7 | 3.5 | 0 | 0 | 0 |
| | | | | | | |
| 5 Contact Hour Course (80 hours) | Weekly Contact Hours | 8 | 10 | 16 | 20 | 26.67 |
| | Equivalent Clock Hours | 16 | 20 | 32 | 40 | 53.34 |
| Secondary Assignment | Max weekly PT Staff Hours for Positions WITH FTE | 3.5 | 0 | 0 | 0 | 0 |
| | | | | | | |
| 6 Contact Hour Course (96 hours) | Weekly Contact Hours | 9.6 | 12 | 19.2 | 24 | 32 |
| | Equivalent Clock Hours | 19.2 | 24 | 38.4 | 48 | 64 |
| Secondary Assignment | Max weekly PT Staff Hours for Positions WITH FTE | 0 | 0 | 0 | 0 | 0 |

**Dual Assignment Chart for Part-time Staff Positions
WITHOUT a Full-time Equivalent for Express, Maymester and Summer Terms**

| | | Summer III | Express | Summer I/II | Weekend Maymester | |
|---|---|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | 10 Week <i>Term</i> | 8 Week <i>Term</i> | 5 Week <i>Term</i> | 4 Week <i>Term</i> | 3 Week <i>Term</i> |
| 3 Contact Hour Course (48 hours) | Weekly Contact Hours | 4.8 | 6 | 9.6 | 12 | 16 |
| | Equivalent Clock Hours | 9.6 | 12 | 19.2 | 24 | 32 |
| Secondary Assignment | Max weekly PT Staff Hours for Positions WITHOUT FTE | 5 | 2.5 | 0 | 0 | 0 |
| | | | | | | |
| 4 Contact Hour Course (64 hours) | Weekly Contact Hours | 6.4 | 8 | 12.8 | 16 | 21.34 |
| | Equivalent Clock Hours | 12.8 | 16 | 25.6 | 32 | 42.68 |
| Secondary Assignment | Max weekly PT Staff Hours for Positions WITHOUT FTE | 1.7 | 0 | 0 | 0 | 0 |
| | | | | | | |
| 5 Contact Hour Course (80 hours) | Weekly Contact Hours | 8 | 10 | 16 | 20 | 26.67 |
| | Equivalent Clock Hours | 16 | 20 | 32 | 40 | 53.34 |
| Secondary Assignment | Max weekly PT Staff Hours for Positions WITHOUT FTE | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| 6 Contact Hour Course (96 hours) | Weekly Contact Hours | 9.6 | 12 | 19.2 | 24 | 32 |
| | Equivalent Clock Hours | 19.2 | 24 | 38.4 | 48 | 64 |
| Secondary Assignment | Max weekly PT Staff Hours for Positions WITHOUT FTE | 0 | 0 | 0 | 0 | 0 |

Important Note: Supervisors are responsible for ensuring that part-time employees stay within Collin College's guidelines for part-time employment. Failure to do so may result in part-time employees inadvertently becoming benefits eligible, which will result in an unapproved budgetary expense.

If you have questions, or if you are a part-time employee and your position is not included on either list, please contact Human Resources immediately at 972-599-3160 or via email at kkimbrough@collin.edu.