

# Temporary Hourly Employee Information Sheet

Welcome to the University of Nevada, Las Vegas. You have been hired as a temporary hourly employee (“you”) for the 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 Compensation

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

- *FICA Alternative Plan (mandatory retirement plan in lieu of Social Security): Participation by temporary hourly employees is mandated by NSHE. More information available at <https://www.unlv.edu/hr/benefits/retirement/fica>.*
- *PERS (mandatory retirement plan in lieu of Social Security): If you work more than 1,039 hours in a fiscal year, your hiring unit will be responsible for retroactive contributions to PERS. Hours worked up to 40 hours per work week are included in determining PERS eligibility; hours worked over 40 per work week are excluded. More information available at <https://www.unlv.edu/hr/benefits/retirement/classified>.*
- *Voluntary Retirement Plans: You are eligible to participate in the Supplemental 403(b) Plan and the Deferred Compensation (457) Program. These plans allow you to save for retirement on a pre-tax basis.*
- *Leave: You are not eligible for paid or unpaid leave.*
- *Holidays. You are not eligible for paid holidays or additional pay for time worked on holidays.*

## Breaks in Service

Breaks in service between temporary hourly employment and employment in other capacities for the university are not required. Time worked in a temporary hourly position does not count toward seniority, leave accruals, evaluations, or status. Pay earned as a temporary hourly employee will not be considered to determine base pay for a different employee type. Time spent as a temporary hourly employee counts toward PERS eligibility if you are hired into an intermittent classified position with similar duties. In all other cases, PERS contributions begin on the first day of the classified employment.

## Acknowledgment

By signing below, I acknowledge that I have received and reviewed the University of Nevada Las Vegas Temporary Hourly Employee Information Sheet containing information about the terms and conditions of my temporary hourly employment with the university.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_