

POINTS TO REMEMBER WHEN FTE (Full Time Equivalent) CHANGES - Staff Only

What is a Regular (long-term) Employee?

- Active for more than 125 calendar days (not working days) from date of 1st hire
- Works at least 20 hours per week
- Benefit eligible
- These employees are considered Regular (not Temporary)

What is a Temporary (short-term) Employee?

There are 2 types of Temporary employee:

- 1) Temporary employee may work up to 40 hours/week, but not more than 125 calendar days (not working days) from date of 1st hire
Temporary employees working in this status may not return to Temp status for 1 year + 1 day from the 126th day of 1st hire
- 2) Temporary (casual) employee may work less than 20 hours per week (Example: 18 hours/week) for an extended period of time
Employees who work less than 20 hours/week may work in Temporary (casual) status as long as they continue to work less than 20 hours
Not benefit eligible
These employees are considered Temporary (not Regular)

How to Calculate the FTE (when you know the scheduled hours)

- Divide the # of scheduled hours by 40
- Example: 36 scheduled hours/40 = .90 FTE

How to Calculate Scheduled Hours (when you know the FTE)

- Multiply the new FTE by 40
- Example: .75 FTE x 40 = 30 scheduled hours

How does reduced FTE affect Employee?

- Reduced FTE is not just a reduction of budget dollars, but also reduces # of scheduled hours for the Employee
- The Department, Supervisor & Employee will need to determine new work schedule
- Example: A .75 FTE employee should work 30 hours
Employee could be scheduled for 6 hours each day, Monday - Friday (total of 30 hours) - OR -
Employee could be scheduled 8 hours Mon, Tues,& Wed; 6 hours on Thurs; and 0 hours on Friday (total of 30 hours)
Employee should be notified of FTE change and new work schedule

Benefit Changes for Regular Employees when FTE is adjusted

Hours Worked per Week (FTE equivalent)	40 hours (Equal to 1.0 FTE)	Less than 40 hours but greater than or equal to 30 hours (Less than 1.0 FTE but greater than or equal to .75 FTE)	Less than 30 hours but greater than or equal to 20 hours (Less than .75 FTE but greater than or equal to .50 FTE)	Less than 20 hours (Less than .50 FTE)	SAM Policy
Longevity Pay	Eligible after 2 yrs service	Not eligible	Not eligible	Not eligible	https://uhsystem.edu/compliance-ethics/docs/sam/02/2c1.pdf
ERS Insurance	Eligible at Full-Time rates for coverage (when scheduled 30 hours or more)	Eligible at Full-Time rates for coverage (when scheduled 30 hours or more)	Eligible at Part-Time rates for coverage (when scheduled to work 20-29 hours)	Not eligible	https://uhsystem.edu/compliance-ethics/docs/sam/02/2c1.pdf
Retirement Plans (TRS/ORP)	(Participation required by State)	Eligible (Participation required by State)	Eligible (Participation required by State)	Not eligible	https://uhsystem.edu/compliance-ethics/docs/sam/02/2c1.pdf
Vacation	Eligible	Eligible at prorated calculation based on FTE	Eligible at prorated calculation based on FTE	Not eligible	https://uhsystem.edu/compliance-ethics/docs/sam/02/2d1.pdf
Sick Time	Eligible	Eligible at prorated calculation based on FTE	Eligible at prorated calculation based on FTE	Not eligible	https://uhsystem.edu/compliance-ethics/docs/sam/02/2d1.pdf

When FTE changes - this chart shows some key benefits that may change in eligibility, accrual or cost
Employees should be made aware of potential benefit changes when FTE adjustments are approved
Websites are included for reference

Please note: Should benefits or eligibility change from what is represented on this information page, the actual Plan Document along with MAPP & SAM policies shall prevail.