

## Employee Council Recommendations for Casual Employees

### Background

Amherst College has 1059 employees. Of these, 355 of these are classified as “casual” employees (34%).<sup>i</sup> The Employee Council (EC) researched how non-benefitted employees are handled at NESCAC schools (five responses received) and the other four of the Five Colleges. These results are summarized in Appendix 1 and more detailed information in Appendix 4.

We also surveyed the 355 casual employees at the college. Fifty-seven casual employees responded to the survey, representing 21 departments on campus. Dining Services had by far the most with 17 casuals responding. The results are summarized in Appendix 2 and select comments appear in Appendix 3. However, most of those surveyed expressed feeling that, as casual employees, they feel like second-class citizens who are not a real part of the Amherst College community and thus feel exploited for their service. The comments of one employee are representative:

*“I feel underpaid and taken advantage of because I do the same work as other individuals on campus who have benefits of a non-casual employees.”*

We did not send the survey to 85 employees in dining services and the Emily Dickinson Museum. These employees were all very part-time seasonal workers and it was going to be difficult to get the surveys to the employees and/or for them to complete the survey. In consultation with the supervisors in those two departments, it was determined that these employees truly fit the “casual” category as described in the staff handbook:

*An employee is considered to have casual employment if (1) the individual has been hired for a specific period of time, or (2) the individual occupies a temporary/casual position. Casual positions are defined as those which at the time they are established are not expected to be part of the regular staff of the department.... Typically, casual employees hold their positions as substitutes for employees on extended leave, to assist in completion of a special project or when there are delays in filling vacancies. Casual employees are usually employed for less than 20 hours per week....*

Forty-nine of the 85 non-surveyed employees were in dining services and 36 at the Emily Dickinson Museum. An additional seven of the 355 casual employees listed were determined to no longer be employed at the college.

Most of the other colleges surveyed allow for non-benefitted employees to work for 6-12 months. After that time, the employee becomes benefitted, sometimes on a prorated basis. The typical point of starting benefits is 17.5 hours per week (35 hours per week position) or 20 hours per week (40 hours per week). Casual employees are variously referred to by other colleges as: part-time regular, temporary, on call, casual, consultants and 03/CC (UMASS). The percentage of casual employees at the colleges surveyed range from a low of 13% to a high of 23%. Amherst College, with 34% casuals, is an outlier with significantly more casual employees than any of the other campuses. In order to be more competitive with our peer institutions, the EC recommends the following changes:

### Recommendations

1. Move to three employee categories from the current two. We recommend:
  - a. **Temporary employees** for those hired for short-term assignments (these meet the current staff handbook description for casual employees).
  - b. **Part-time employees** typically work less than 20 hours but may be long-term employees. Supervisors would designate them as Part-time rather than temporary. Part-time employees are people in positions that are considered long-term even if hours are limited (e.g. library staff that work seasonally but over years; religious advisors who are 13 hours per week but fill permanent positions).
  - c. **Regular employees** receive all eligible benefits, even if prorated, and may be 9, 10, 11 or 12 month appointments and half-time and above.
2. Make employees who work  $\frac{1}{2}$  time or more (17.5 or 20 hours per week for 35 or 40 hour per week jobs respectively) regular employees with full or pro-rated benefits. This can be phased in based on priorities and length of casual employment.
3. Provide limited benefits for part-time employees such as:
  - a. Gym usage
  - b. Library privileges
  - c. Performance reviews

- d. Eligible for raises based on performance review
- e. Prorated sick time, holidays, snow days, and vacation time
- f. Listing in the directory
- g. Parking stickers (not the cardboard mirror cards)
- h. Flu shots if provided for regular employees
- i. Permitted to swipe cards for meals at Valentine
- j. Regularly scheduled computer upgrades if needed for the job
- k. Each year of casual employment over 20 hours per week should count towards one year of benefit eligibility if the casual becomes a regular employee

## Appendix 1: Responses on Employment Status for Non-Benefitted Employees

1. What do you call non-benefitted employees?

Bates	Bowdoin	Tufts	Hamilton	University of MA
Part-Time Regular, Temporary & On Call Employees	"Casual" Non-Benefits Eligible Employees	Temporary Employees & Consultants	Temporary Employees	03 or CC <sup>1</sup> Some are eligible for limited benefits administered by UMASS

Hampshire	Mt. Holyoke	Smith	Amherst College	Williams
Casuals	Part-Time Temporary	Casual Employees	Casual Employees	Temporary

2. Approximately, how many non-benefitted employees do you have at the college?

Bates	Bowdoin	Tufts	Hamilton	University of MA
229/1004 (23%)	300/1310 (23%)	Not given	Not given	757/3991 (19%) <sup>2</sup>

Hampshire	Mt. Holyoke	Smith	Amherst College	Williams
60	200/1100 (18%) <sup>3</sup>	183/1141 (16%)	355/1059 (34%)	195/1470 (13%)

3. Do you distinguish between non-benefitted employees that are hired on a temporary basis (for e.g. commencement or to fill-in for someone on leave) and people that work long-term? If so, what are your categories and what do you call them if there is a different title?

Bates	Bowdoin	Tufts	Hamilton	University of MA
<p>Short Term (Temporary &amp; On Call Employees)</p> <p>Long Term (Part-Time Regular Employees – budgeted non-benefit employees)</p>	All under Temporary (Fixed Term) <sup>4</sup>	<p>Temporary Employees are not eligible for benefits unless they work a min. number of hrs. in a 12 month period</p>	All under Temporary Employees	<p>Employees can be non-benefitted for up to 6 months. Then appointed as FTE or terminated</p>

Hampshire	Mt. Holyoke	Smith	Amherst College	Williams
<p>Requirements for Casuals: Short Term (under 6mths) can work full time.</p> <p>Long Term (over 6mths) must work below 17hrs/wk.</p>	<p>Short Term (Part-Time Temporary/On Call)</p> <p>Long Term (If hire is expected to work more than 20hrs/wk. Considered 'Part-Time' and eligible for benefits)</p>	No. Use Temp Agency for short-term and long-term hires	No. All non-benefitted employees are considered casuals	<p>Long-term non-benefitted employees are typically just called faculty or staff. These are the positions which are less than .50 FTE and therefore do not receive benefits (other than paid leave in some cases).</p>

<sup>1</sup>UMASS is more difficult to compare with other schools because they are unionized (nine different unions) and part of the Massachusetts state system.

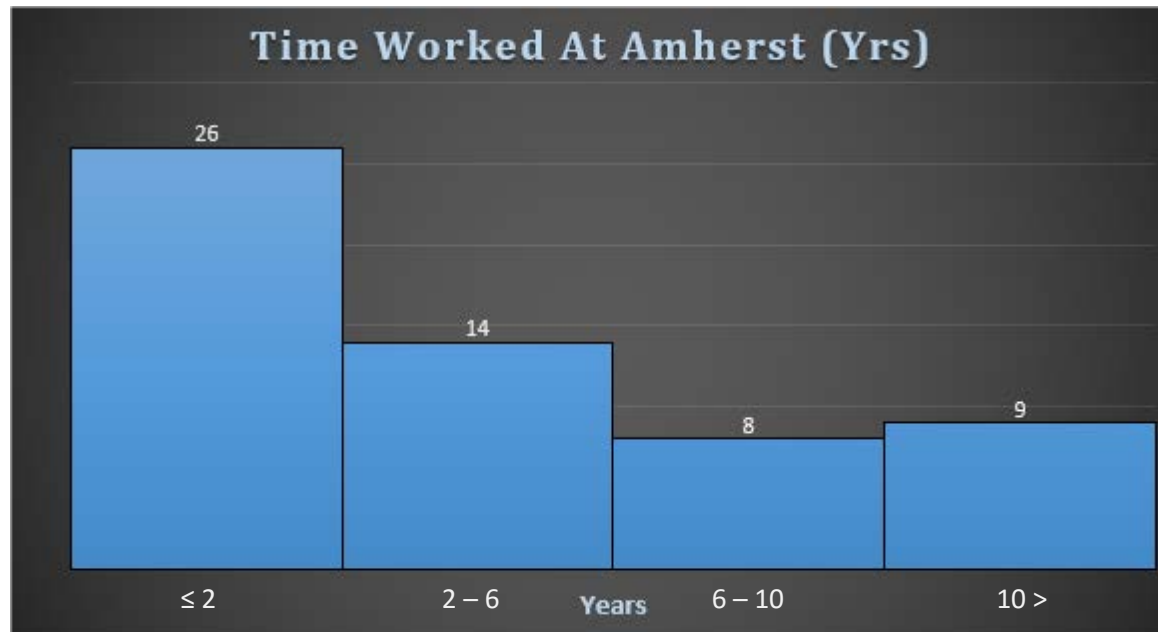
<sup>2</sup>Most non-benefitted employees are in food services and residential life. Of the 757, 685 are eligible for partial benefits by contract. In order to be eligible for benefits, an employee must work ½ time (18.5 or 20 hours for 35 or 40-hour work week).

<sup>3</sup>Many are summer employees

<sup>4</sup>Exceptions: Casuals who work over 1000 hrs. within 1st yr/fiscal yr are eligible for the retirement plan. Benefits are eligible for temporary assignments (a temporary hire working full-time or to fill in for a long-term leave).

## Appendix 2: Amherst College Casuals Data Survey - Analysis of Responses

(57 Amherst College Casual Employees took part in this survey)

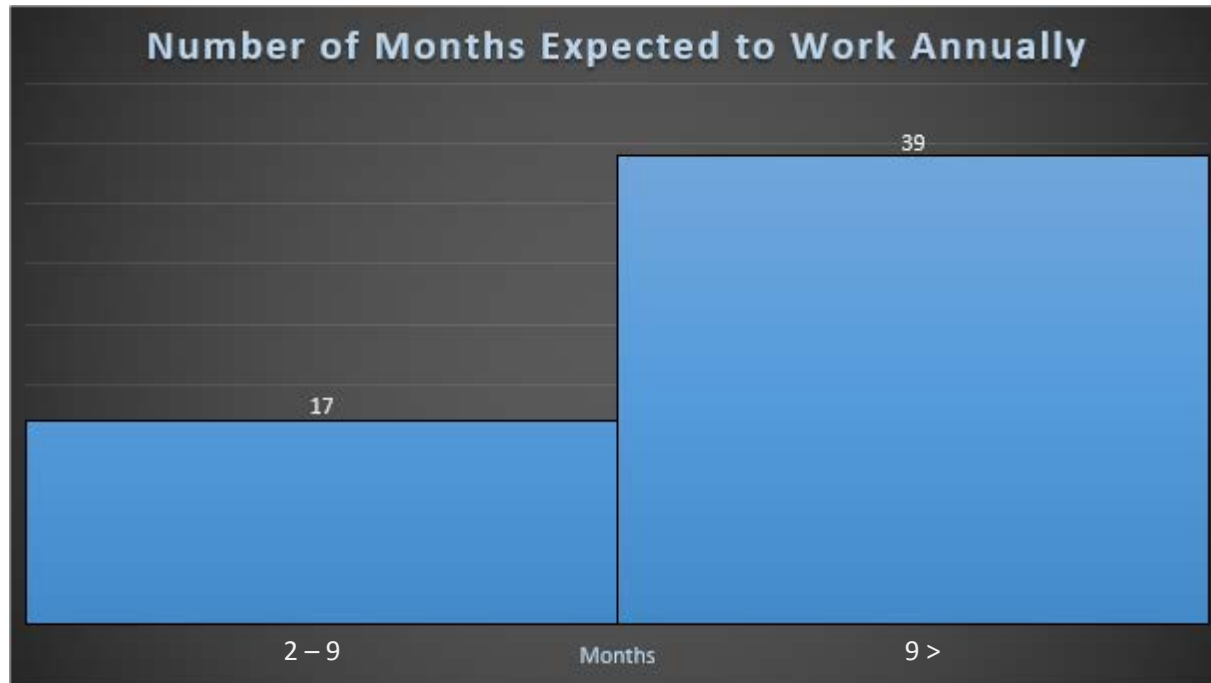


*(Graph 1 displays the number of years worked by Amherst Casual employees who took part in this survey)*

Graph 1 shows the following:

- 26 casual employees (45%)\* have worked at Amherst College for 2 years or less
- 9 casual employees (16%)\* have worked at Amherst College for over 10 years.

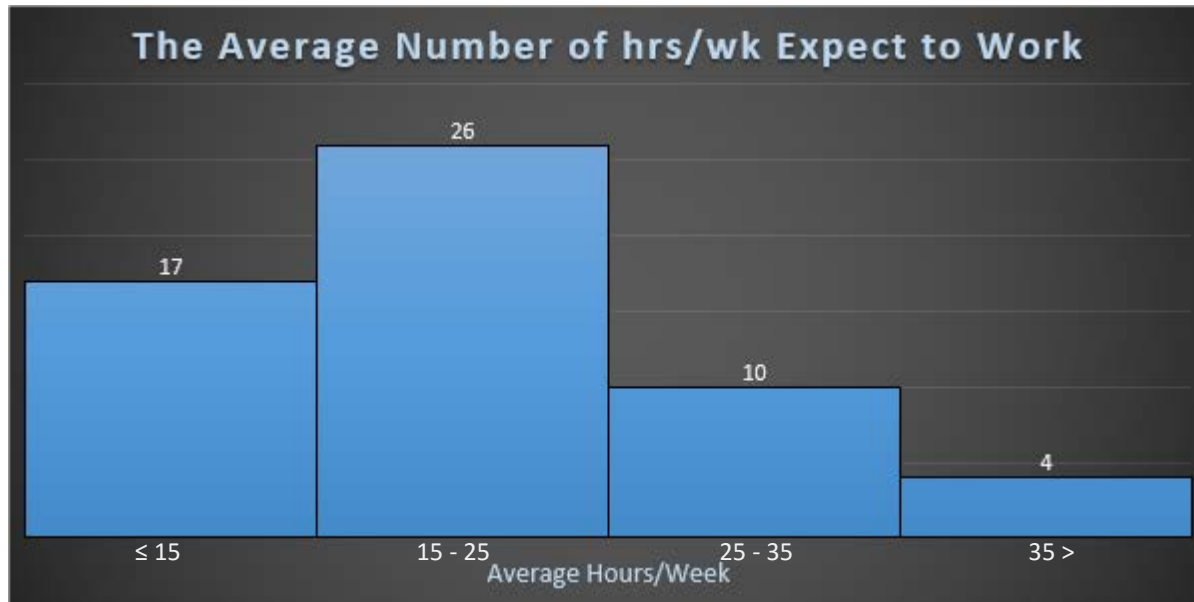
\*Percentages calculated from the 57 respondents who took part in this survey. For example,  $26/57=45\%$  of Amherst Casual Employees who have worked for 2 years or less.



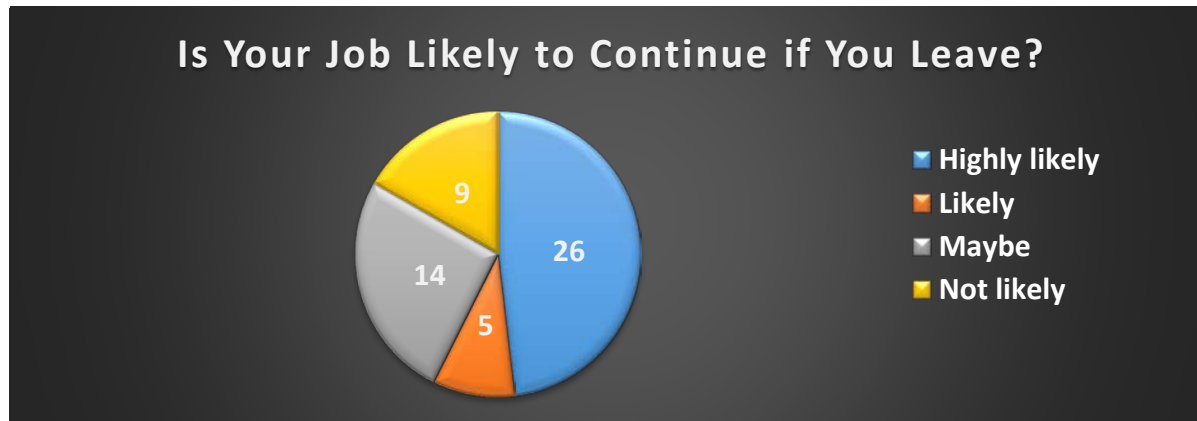
*(Graph 2 illustrates the number of months each Amherst Casual employee expects to work during the year)*

Graph 2 shows that over half (68%) of Amherst Casual Employees are expected to work for more than 9 months during the year. Only 17 employees (just under 30%) can expect to work under 9 months for the year.





*(Graph 3 depicts the average number of hours per a week each Amherst Casual employee expects to work during the year)*



*(Graph 4 indicates whether Amherst Casual employees believe their job will continue if they leave)*

### **Appendix 3: Some Casual employee comments<sup>ii</sup>**

1. My permanent position, created in 1943, is considered (one of) the oldest in the Five Colleges. It was and is permanent but 2/3 of the position was eliminated by Smith in 2010, changing the Amherst 1/3 into Casual. The position was benefited and paid jointly by Smith and the transition to casual was not smooth or clear about the change in status, loss of college-wide raises, etc. All that was clear was the loss of benefits. I had to fill out forms as a new employee even though it was my ninth year at Amherst. I still have problems with falling off various lists each academic year.

It is highly likely that my position would continue but will be extremely hard to fill as people would be unlikely to move for a 1/3 time position and there are few qualified local candidates. The salary has not kept up with other schools since casual positions are not given college-wide raises. I do not know of a similar position that is not full time or at least includes benefits (unless it is located in a major urban center where there is more supply of similar professionals). Peers often have 1-2 FTEs for what I do. Even Mount Holyoke and Hampshire have benefited positions that are between half and full time.

2. Thank you for the opportunity to discuss my casual position. This position behaves as if it is permanent, as it has been on-going for about three years and has been re-filled when vacant. Simply put, the office could not function well without it. I have been working as a casual employee, 37.5 hours a week, for over a year now. Prior to me accepting this position, the position was created off hiring cycle. Therefore, they classified it as casual.

Our department is located in two separate buildings, and there is one administrative assistant in each building providing reception services and administrative support to the X staff. My position provides a key role when assisting students through the day with required paperwork, scheduling and various other tasks. If my position did not exist, it would place a great burden on the [staff] within the [building]. I am also responsible for managing the budget for our department. However, because I am a casual employee, I am not able to have my own purchasing card which has proven to be difficult when conducting the processes that my position entails.

Due to these circumstances, I feel underpaid and taken advantage of because I do the same work as other individuals on campus who have benefits of a non-casual employees. Could you provide any updates of what is being done for casual employees?

3. I just completed your Casual Employee survey. Doing so reminded me I have been meaning to ask you about access to the gym and pool. I've worked in the X Department for 14 years, and for most of those years was called an Adjunct. For the last three or four years under that status, we had access to the gym, pool, and other facilities on campus. Under the Casual Employee status, we lost that access, because Casual Employees are supposed to work at least 500 hours per year (which comes to at least 20 hours per week in a year-round job). With the possible exception of research faculty, no teaching faculty work that many hours in the classroom. Is there any way to put Casual Employees who teach into a category different from Casual Employees in 9-5 jobs, and re-open our access to the athletic facilities?

Thanks for any thoughts you can offer!

4. (2 years 25 hours): highly likely the position would be filled, but "I don't think this will be a permanent position for me. I need to search for a job that pays more. Yes, someone is likely to be hired to fill my same roll.

5. Employee has worked 28 years (since 1988) 12 months per year, ~ 28 hours per week and still a casual with no benefits.

6. Having worked as an FTE, and both a short-term casual and a long-term casual, I believe I have a somewhat unique perspective. When I think of casual, I think of temps – someone that helps out, but is not integral to the operation. My short-term casual position was like that. My present position is not. It is very challenging to run an office with limited concessions given to casuals. I don't have a department credit card, I am not on the regular rotation for pc upgrades, and I don't receive all the correspondence (including the printed directory) that "regular" employees get. I've been told that my position has grown over the years, as my department has grown, but I wonder if it will ever be considered a "regular" position. My predecessor worked for 8 years prior to my 4 and someone worked before her. I'm not convinced that this will ever become a regular position, but I hope and strive for that.

## Appendix 4: NESCAC & Other Five College detailed responses

### Bates College Employee Handbook

201 EMPLOYMENT STATUS In addition to the employment categories defined above, each employee will also belong to one of the following employment statuses:

201.1 **Regular Employee** Regular employees are those who are not in a temporary status and these are positions which the college anticipates that there will continue to be a need for in the future. The college always has the right to eliminate these positions, and this definition is not intended in any way to diminish the employment-at-will doctrine.

201.1a **Full-time employees** are those who are regularly scheduled to work 40 hours per week for the entire year. Full-Time employees hold a 1.0 Full-Time Equivalent (FTE) position.

201.1b **Three-quarter-time** employees are those who are regularly scheduled to work between 26.6 and 39 hours a week for a full year, and at least 1383 hours up to a total of 2079 hours per year schedule. Three-Quarter-time employees hold positions greater than .67 FTE but less than a 1.0 FTE.

201.1c **Half-time employees** are those who are regularly scheduled to work between 20 and 26.5 hours a week with a minimum of 1040 hours and up to but not exceeding 1382 hours per year. Half-time employees hold positions of .50 to .66 FTE.

201.1d **Part-time employees** are those who are regularly scheduled to work less than 20 hours per week for the entire year or less than 1040 hours. Part-time employees hold positions of less than .50 FTE.

201.1e **Academic Year Staff Members** are those employees who are typically scheduled to work 10 months of the year from mid-August to mid-June. A full-time Academic Year Employee is one scheduled to work 40 hours a week during their 10-month employment period. Three-quarter-time Academic Year employees work less than 40 hours a week but exceed 1383 hours during their 10-month employment period. Half-time Academic Year employees work between 1040 and 1382 hours during their 10-month employment period. Part-time Academic Year employees work less than 20 hours per week for the entire year or less than 1040 hours. Part-time Academic Year employees hold positions of less than .50 FTE.

**201.2 Special or Contracted Employees** Employees whose terms and conditions of employment are negotiated at the time of hire because of the unique nature of their employment with the college. These unique arrangements are agreed upon in a signed contract. Special or Contracted Employees generally hold hard to fill, unique, or grant funded positions within the college. Benefit eligibility for Special or Contracted Employees are defined in the terms of their contract.

**201.3 Temporary and On-call Employees** Non-regular employees employed in positions where the college does not anticipate a continuing need for the position. Temporary and On-call employees receive only legally mandated benefits as described in the Benefits section of this handbook

**201.3a Temporary Employees** are non-regular employees employed in positions where there is no expectation of continued employment and generally have defined start and end employment dates. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change of status in writing by the Human Resources Department.

**201.3b On-Call Employees** are employees who are employed on an as needed, day-by-day, or intermittent and/or unpredictable basis to perform specific assignments that do not normally require an ongoing work commitment. On-Call employees receive an hourly wage for all hours worked.

#### **Bates Response**

**The categories in our handbook are Part-time regular employees for those budgeted non-benefit employees and then temporary and on-calls. The number we have depends on where we are in the academic year. As of January first we had 229 non-benefited employees.**

## Bowdoin College Benefits

### Benefits Eligibility

Bowdoin College offers very rich benefit plan for its employees. The various benefits have different eligibility requirements. This means that the benefits you can use depend on whether you are hourly (non-exempt) or salaried (exempt) and whether you are full-time or part-time.

Below is a chart that shows the benefits available to employees:

#### **BENEFITS ELIGIBILITY FOR SUPPORT STAFF (Hourly Paid, Non-Exempt Employees):**

<b>WEEKLY SCHEDULE</b>	<b>FULL YEAR</b>	<b>ACADEMIC YEAR<sup>5</sup></b>
30 hours or more per week (regular full-time and part-time)	<ul style="list-style-type: none"> <li>• medical</li> <li>• dental</li> <li>• vision</li> <li>• retirement<sup>1</sup></li> <li>• life<sup>2</sup></li> <li>• long term disability<sup>2</sup></li> <li>• short term disability<sup>2</sup></li> <li>• flexible spending account</li> <li>• sick leave</li> <li>• vacation</li> </ul>	<ul style="list-style-type: none"> <li>• medical</li> <li>• dental</li> <li>• vision</li> <li>• retirement<sup>1</sup></li> <li>• life<sup>2</sup></li> <li>• long term disability<sup>2</sup></li> <li>• short term disability<sup>2</sup></li> <li>• flexible spending account</li> <li>• sick leave</li> <li>• vacation</li> </ul>
20 or more hours per week (regular part-time)	<ul style="list-style-type: none"> <li>• medical</li> <li>• dental</li> <li>• vision</li> <li>• retirement<sup>1</sup></li> <li>• life<sup>2</sup></li> <li>• flexible spending account</li> <li>• sick leave</li> </ul>	<ul style="list-style-type: none"> <li>• medical</li> <li>• dental</li> <li>• vision</li> <li>• life<sup>2</sup></li> <li>• flexible spending account</li> <li>• sick leave</li> </ul>

	<ul style="list-style-type: none"> <li>• vacation</li> </ul>	<ul style="list-style-type: none"> <li>• vacation</li> </ul>
less than 20 hours per week (casual)	no benefits	no benefits

**BENEFITS ELIGIBILITY FOR ADMINISTRATIVE STAFF AND FACULTY (Monthly Paid, Exempt Employees):**

<b>WEEKLY SCHEDULE</b>	<b>FULL YEAR</b>	<b>ACADEMIC YEAR<sup>5</sup></b>
30 hours or more per week (regular full-time and part-time)	<ul style="list-style-type: none"> <li>• medical</li> <li>• dental</li> <li>• vision</li> <li>• retirement<sup>1</sup></li> <li>• life<sup>2</sup></li> <li>• long term disability<sup>2</sup></li> <li>• flexible spending account</li> <li>• sick leave</li> <li>• vacation<sup>4</sup></li> </ul>	<ul style="list-style-type: none"> <li>• medical</li> <li>• dental</li> <li>• vision</li> <li>• retirement<sup>1</sup></li> <li>• life<sup>2</sup></li> <li>• long term disability<sup>2</sup></li> <li>• flexible spending account</li> <li>• sick leave</li> <li>• vacation<sup>3</sup></li> </ul>
20 or more hours per week (regular part-time)	<ul style="list-style-type: none"> <li>• medical</li> <li>• dental</li> <li>• vision</li> <li>• retirement<sup>1</sup></li> <li>• life<sup>2</sup></li> <li>• flexible spending account</li> <li>• sick leave</li> <li>• vacation<sup>4</sup></li> </ul>	<ul style="list-style-type: none"> <li>• medical</li> <li>• dental</li> <li>• vision</li> <li>• flexible spending account</li> <li>• life<sup>2</sup></li> <li>• sick leave</li> <li>• vacation<sup>3</sup></li> </ul>
less than 20 hours per week (casual)	no benefits	no benefits

<sup>1</sup> Retirement Plan eligibility requires age 26 and one year of service (at least 1,000 hours). Once you become a retirement plan participant, you continue to be eligible, even if your schedule drops below 1,000 hours per year.

<sup>2</sup> Salaried-based benefits; coverage is calculated based on annual base pay.

<sup>3</sup> All regular full-time and part-time non-exempt employees are eligible for vacation benefits. All regular full-time and part-time exempt employees with year-round schedules are eligible for vacation benefits *except* faculty, lab instructors, and laboratory technicians with academic year appointments.

<sup>4</sup> Athletic coaches and trainers are eligible for vacation time which must be used in a flexible manner in and around the active season of the applicable sport (and may not be carried over annually).

<sup>5</sup> You have to work a minimum academic year of 38 weeks with a minimum of 20 hours per week.

### Bowdoin College Response

1. What do you call non-benefitted employees? **We refer to this population as “Casual” non-benefits eligible employees.**
2. Approximately how many non-benefitted employees do you have at the college? **Right now around 300 are active in our system. About 1,010 benefits eligible and another 300 or so casual.**
3. Do you distinguish between non-benefitted employees that are hired on a temporary basis (e.g. commencement or to fill-in for someone on leave) and people that work long-term? If so, what are your categories and what do you call them if there is a different title? **All are in an employee type called “Temporary (Fixed Term)”. This includes adjunct faculty. We don’t leave a casual employee active in our system if they are not working on a regular basis with the exception of a few that do work on an ongoing basis (mainly employees in dining and security). Casuals for example that are hired for summer programs are terminated in our system at the end of the programs and then re-hired the next summer if they return. Casual employees are not allowed to work more than 18 hours a week (maximum of 20) and must keep their hours below 1,000 within a fiscal year. Occasionally there are exceptions on a short-term basis. If a casual employee goes over 1,000 hours within the first year or the fiscal year thereafter they become eligible for our retirement plan. This has happened on occasion. If we needed to hire someone to work full-time to fill in for someone on a long term leave, we have in the past made them benefits eligible for the temporary assignment. If an employee wants to leave their full-time benefits eligible position and become a casual employee, we will not re-hire them casual until there has been a six month break in between due to provision of ACA. For our regular benefits eligible employees the minimum requirement is that they be hired to work (in a regular position) at least 20 hours a week at least 38 weeks per year (academic year positions). They employees are eligible for all benefits except STD and LTD. For**



STD and LTD eligibility the employee must be at least 30 hours a week with the exception of faculty who are eligible for all benefits at half-time.

Tufts University

## New Hire Benefits Enrollment Information

Eligible Employees:

- an exempt or non-exempt employee regularly scheduled to work **17.5 hours or more a week, with a minimum 90 days employment period; or**
  - a faculty member with at least a half time (as determined by the academic department), two semester appointment
- With the exception of the [401\(a\) Basic Retirement Plan](#) and the [403\(b\) Voluntary Retirement Plan](#), you must enroll in the university's benefit plans within 31 days of the date when you are first eligible for benefits.
- Your elections with respect to [Health](#), [Dental](#), [Vision](#), [Flexible Spending Accounts](#), [Life Insurance](#), [AD&D](#), and [Long Term Disability](#) insurance will be effective your date of hire or the date you become newly benefits eligible. When you enroll in the Health, Dental or Vision Plans, you may elect individual, two-person, or family coverage.

**If you do not enroll within 31 days of the date you are first eligible, you will not be able to enroll until the next open enrollment, unless you experience a [Qualified Status Change](#) event.**

**Note:** If you are not actively at work on the date coverage takes effect, coverage for you and your eligible dependents is delayed until you return to active employment. This is also true for changes in coverage, so that a change in coverage generally will not be effective until a return to active employment status. However, if you are not actively at work due to a health condition, you will be treated as actively at work for purposes of all group health benefits.

## Hamilton College

### Types of Employment

1. **Full-time employees** normally work a 35-hour week on a twelve-month schedule with anticipated continued employment. They are entitled to all of the benefits described in this Handbook.
2. **Half-time** or more employees work less than the full-time hours described above, but on regular schedules arranged to fit the needs of particular jobs. To qualify for this category, an employee must be scheduled to work a minimum of 910 hours a year at a particular job. Some work less than 35 hours a week over twelve months; others do not work during the summer. The College offers benefits on a pro-rated basis to employees in this category.
3. **Part-time employees** are those who are scheduled to work less than 910 hours during the year. Parttime work is normally on a regular schedule, arranged to fit the needs of particular jobs. It can be spread over twelve months or it can be seasonal, limited to the school year or to summers. Part-time employees are eligible for limited benefits as outlined in the Benefit section of this Handbook.
4. **Temporary employees** are those employed on a temporary basis for a specified period of time. Temporary appointments can be made outside of established recruiting procedures. Therefore, temporary employees are not entitled to any benefits and do not receive first consideration when permanent openings occur. Temporary employees are paid only for hours worked and are eligible only for those benefits mandated by law.

## Hampshire College Response

1. What do you call non-benefitted employees?  
**Casuals**
2. Approximately how many non-benefitted employees do you have at the college?  
**about 60**

3. Do you distinguish between non-benefitted employees that are hired on a temporary basis (e.g. commencement or to fill-in for someone on leave) and people that work long-term? If so, what are your categories and what do you call them if there is a different title?

All non-benefitted staff are categorized as "casuals". If they are short-term (less than 6-mos), we allow them to work full time hours; if they anticipate a long-term status (more than 6 mos), we ask that they work below 17 hrs/wk so they do not become benefits-eligible.

### Mt. Holyoke Response

With a multitude of regulatory requirements, our advisers strongly dislike (and I'm told the IRS dislikes) the term 'non benefits eligible'. We too have casual employees, but typically we base their status on the HR information system on their appointment.

So for example, those hired for commencement or fill-in positions are "part time temporary" or "on call". These positions are meant to be short term - a semester or less.

Anything longer than that and we analyze the position. If a person is hired for a position that is expected to be scheduled for 20 hours or more, they would be considered "part time" and would be eligible for benefits.

So to try to answer your specific questions:

- 1) The most common term is Part Time Temporary
- 2) Excluding students, about 200 overall. Many are summer help.
- 3) See above

### Smith College Response

1. What do you call non-benefitted employees?

We call non-benefitted employees - Casual employees because they are paid by the college as opposed to agency temp employees. A casual position is authorized for five months or less (regardless of the number of hours per week), or for 17 hours per week or less (regardless of the authorized time period).

2. Approximately how many non-benefitted employees do you have at the college?

We do not have a set number of casual employees since we hire and terminate those positions as needed and as projects end. At last count it was approximately 183. 1141 total.

3. Do you distinguish between non-benefitted employees that are hired on a temporary basis (e.g. commencement or to fill-in for someone on leave) and people that work long-term? If so, what are your categories and what do you call them if there is a different title?

We normally use a temp agency for short-term, fill-in needs. We hire casual employees for ongoing needs (for example, Museum Guards, Field Workers in the School for Social Work, Part-Time Admission Counselors in Admission, etc) as well as short term projects and programs, for example, (Summer Employment for undergraduate students and staff/faculty dependents, or projects (for example a budget project for a department).

### Williams Response

1. What do you call non-benefitted employees?

Temporary

2. Approximately how many non-benefitted employees do you have at the college?

195 as of today, not including students

How many total employees including non-benefitted?

**1470**

3. Do you distinguish between non-benefitted employees that are hired on a temporary basis (e.g. commencement or to fill-in for someone on leave) and people that work long-term? If so, what are your categories and what do you call them if there is a different title?

**Long-term non-benefitted employees are typically just called faculty or staff. These are the positions which are less than .50 FTE and therefore do not receive benefits (other than paid leave in some cases).**

### UMASS Response

1. What do you call non-benefitted employees?

**Nine unions and being a part of the Massachusetts state system make a significant difference in comparisons.**

**Non-benefitted employees are not eligible for benefits through the Mass Group Insurance Commission. They participate in this program in lieu of Social Security.**

**Non-benefitted employees MAY be part of a union and eligible for health insurance that UMASS administers (e.g. post-docs).**

**03 or CC employees are the terms used for non-benefitted employees (which depends on funding source). The CC policy is on the HR website.**

**Employees can be non-benefitted for six months and then be reappointed for up to an additional six months. After that time, they are either appointed as an FTE or their employment ends. In the latter case, they would need to reapply for a position.**

**The driver in each position is the retirement plan documents and what they specify.**

**In order to be eligible for benefits, an employee must work at least 18.5 hours or 20 hours (35 or 40 hour work week) to be ½ time.**

2. Approximately, how many non-benefitted employees do you have at the college? / Total employees?

Number of employees are difficult to capture as there are a number of different categories: post-docs, graduate students, undergraduate students.

Regular employees (not the above) are ~

Classified (non-exempt) 2200

Professional (exempt) 1650

Admin/management (? exempt) 141

Total of 3991

Non-benefitted, unionized = 757 (685 of whom are eligible for benefits)

Union eligibility is determined by position, duty and work department.

Most non-benefitted employees are in food services and residential life

3. Do you distinguish between non-benefitted employees that are hired on a temporary basis (e.g. commencement or to fill-in for someone on leave) and people that work long-term? If so, what are your categories and what do you call them if there is a different title?

(see above)

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<sup>i</sup> Data from Human Resources December 2016.

<sup>ii</sup> Comments are edited to be less identifying.