

## If You Go Part-Time or Temp

“Going part-time” means you are reducing your work hours from 40+ hours a week (full-time 100%) to less than 40 hours a week (less than 100%) and you remain in a regular position. “Temp” means you resign from your regular position and work occasionally in a temporary status, such as the PRN Pool, UTemps or Extra Help. This will affect your benefits. Some changes are automatic and some changes may require your action.

### **If you work at least 20 hours a week and your work percent is at least 50%**

You remain eligible for most benefits.

**You can keep your insurance.**

If you're dropping to 20-30 hours a week (50% to 74%), your cost for Medical and Dental will be higher because UAMS's share of the premium will decrease. Part-time rates are listed on our web site and are available in our office. Since your annualized salary will be reduced, this affects the insurances that are tied to salary: Short and Long Term Disability, Life. Your coverage and premiums for those plans will automatically reduce. Other insurance plans -- Vision, Dependent Life, Accidental Death & Dismemberment, Home/Auto, and Critical Illness -- aren't affected by your reduction in time.

If you want to drop your insurance as a result of the part-time premium increase, please contact our office within 30 days. You will be limited to this time frame to drop Medical or Dental coverage if you pre-tax those premium deductions.

**You keep your Flexible Spending Account.**

Reducing your work hours is not a qualifying event to make changes to a medical FSA. However, you have a 30 day window to reduce the amount you contribute to a dependent care (daycare) FSA.

**You keep your retirement plan.**

No action is needed if you want to continue contributing your current percent. You can change your contribution at any time. UAMS will continue to match your voluntary and required contributions up to 10%. Keep in mind that contributions are a percentage of your actual earnings. Therefore when your paycheck decreases, so do the total dollars you and UAMS contribute.

**You still accrue leave.**

Your vacation, sick and holiday time will automatically decrease to coincide with your work time reduction. For example, if you accrue 8 hours a month sick leave as a full-time employee, you would accrue 4 hours a month as a 50% part-time employee.

**You lose the UA tuition discount.**

You and your family are no longer eligible for the University of Arkansas college tuition discount program once you drop below 100% full-time.

**Career Bonus payments are suspended.**

Non-faculty employees who have ten or more years of full-time employment with the State of Arkansas are eligible to receive an annual Career Bonus payment. You lose eligibility for this bonus once you drop below 100% full-time. But you don't lose those years. If and when you resume working full-time in the future, those years would be reinstated and you would receive your bonus based on your new adjusted career bonus date.

**Look at your Misc Deductions.**

If you have parking, credit union or other miscellaneous deductions from your paycheck, those may need to be adjusted. You will need to contact the department that generated the deduction.

### **If you drop to less than 50% or change to a temporary, PRN, extra help, student, or other not-eligible-for-benefits position**

You lose your eligibility for benefits.

**Your insurance and FSA ends.**

Your insurance coverage and Flexible Spending Account will automatically end effective the date you drop below 50%. However, you will be offered continuation of Medical, Dental, Vision and FSA under COBRA. You'll receive a letter from WageWorks, our

COBRA administrator, advising you of your options. Within 30 days of the loss of your Life and Long Term Disability coverage, you may convert to individual policies. Visit our web site or contact our office for details.

If you have had Medical, Dental and Life coverage for at least ten years, you may be eligible to keep that coverage as a retiree (regardless if you're actually retiring or not). If you are age 65 and older with at least five years' service, you may be eligible to continue Medical and Dental as a retiree. Contact our office for more information.

If you are enrolled in any of the voluntary insurances that are payroll deducted -- home/auto, critical illness -- those deductions will end. However, you may keep your coverage because these are individual policies. You need to contact the carrier to arrange for home billing.

**UAMS retirement contributions end.**

We will automatically end your retirement plan participation. However, you can start or continue making unmatched contributions to your UA retirement plan (TIAA, Fidelity). You must fill out new forms to do this. Forms are available in our office and on our web site under "Tax Deferred Annuities."

**You will no longer earn leave time.**

You will no longer accrue vacation or sick leave each month.

If you remain in a regular position, you don't lose those balances as long as you remain on payroll. You may continue to use your accrued leave to cover absences for days you are scheduled to work. Any remaining vacation balance will be paid in a lump sum when you leave UAMS. You also remain eligible for holiday pay as a part-time employee under 50%, but at a prorated amount and only for holidays that occur on your normal workdays.

If you move to a temporary or PRN position, you will be paid your vacation balance in a lump sum. You cannot work any temp/PRN hours until the equivalent of your vacation payout has passed. You will lose your sick leave.

**Look at your Misc Deductions.**

If you have parking, credit union or other miscellaneous deductions from your paycheck, those may need to be adjusted. You will need to contact the department that generated the deduction.

**You lose the UA tuition discount.**

You and your family are no longer eligible for the University of Arkansas college tuition discount program once you drop below 100% full-time.

**Career Bonus payments are suspended.**

Staff employees and non-faculty employees who have ten or more years of full-time employment with the State of Arkansas are eligible to receive an annual Career Bonus payment. You lose eligibility for this bonus once you drop below 100% full-time. But you don't lose those years. If and when you resume working full-time in the future, those years would be reinstated and you would receive your bonus based on your new adjusted career bonus date.

## For Assistance with Your Benefits

You'll find lots of information on our web site, [www.hr.uams.edu](http://www.hr.uams.edu), including a link to Employee Self Service.

If you can't find what you need or have questions, please call **UAMS Human Resources-Employee Services** at (501) 686-5650 or send an email to [AskHR@uams.edu](mailto:AskHR@uams.edu). Or drop by our office on the 4<sup>th</sup> floor of the Central Hospital building, wing 4C.