



		<b>Policy Section:</b>	Institutional Support
<b>Policy Number:</b>	5521-25	<b>Policy Title:</b>	Employee Use of Service Animals
<b>Original Effective Date:</b>	8/22/17	<b>Department:</b>	Human Resources
<b>Date Last Revised:</b>	New		

**Policy:**

Cairn University does not permit employees to bring pets to work, except in situations whereby the employee has a legitimate need for a service animal. When an employee requests to have a service animal at work, the University follows guidance established by the Americans with Disabilities Act regarding service animals.

Cairn University policy 5401-12 Service Animals articulates the process and procedures for students with the need for service animals. Cairn employees who have need for a service animal are to follow the same basic process as outlined for students in the above mentioned policy. The animal does not need to be registered or approved by a supervisor, yet the employee shall schedule a meeting with the academic resource center to discuss the implications of having an animal on campus and the ability to comply with the policy.

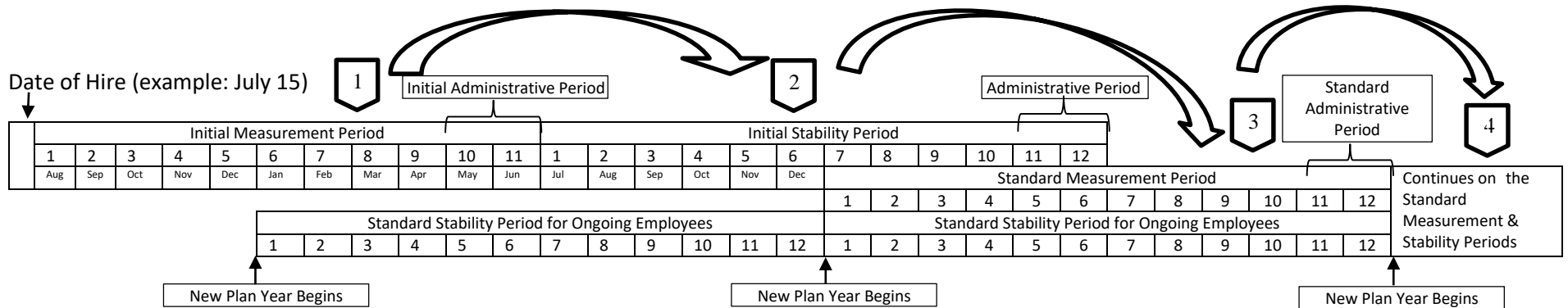
Requirements stated in the policy for students are also in effect for employees. Failure to comply with policy and procedures will be referred to human resources for documentation, and may result in corrective or disciplinary action.

  
\_\_\_\_\_  
President's Cabinet Member

August 22, 2017  
\_\_\_\_\_  
Date

Addendum One:

NEW VARIABLE EMPLOYEE – Measurement, Administrative, and Stability Periods



- Assessment of eligibility is made at each Administrative Period
- During the Administrative Period, the employee will be offered (or not offered) coverage based on the hours worked per month during the preceding Measurement Period.
- Based on the above determination, the employee will remain eligible (or ineligible) for coverage during the following Stability Period, even if s/he has a status change during that period. However, it is the University’s practice to offer coverage on the first day of the month following the employee’s change to a position known to be benefit-eligible (full-time or benefited part-time).
- Assessment of eligibility will transition to the Standard Measurement Period following completion of the employee’s Initial Stability Period.

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► M E M O

**TO:** Managers  
**FROM:** Mary Boyer, V.P.H.R.  
**SUBJECT:** Tracking Hours for ACA Compliance - 2016  
**DATE:** May 2016

**TRACKING HOURS FOR VARIABLE HOUR (STUDENT WORKERS AND SEASONAL) EMPLOYEES  
R U L E S**

- 1) Employees who work 30 hours or more per week are on-track to become eligible for medical insurance under the Affordable Care Act. Rule #1 is a general rule: student workers and variable hour (such as seasonal) employees should be scheduled to work **less than 30** hrs/wk whenever possible (maximum of 28 is safe).
- 2) An “ongoing measurement period” of a full calendar year applies to *ongoing* employees. This means that an *ongoing* employee (hired prior to 2016) must *average less than 30 hours per week from January through October 2016*. If they do not, they will need to be counted as benefit eligible which will create the potential for fines and penalties. NOTE: In the summer of 2015, we used a 90-day “initial measurement period.” This change in measurement periods is the essential change from last year to this year.
- 3) Before scheduling an ongoing employee for more than 28 hours per week, please obtain approval from Human Resources. It must be confirmed that the employee did not average 30 or more hours per week earlier in the year thereby necessitating a limited schedule during some or all of the summer (and/or fall). Hours are tracked from payroll data and eyeballed at the end of each pay period. We will be able to see which ongoing employees already have a high number of weekly hours so far this year.
- 4) New employees, such as temporary employees hired just for summer work, will be measured using an “initial measurement period.” This means that they *may* work more than 30 hours per week so long as they do not reach 130 hours per month in any 3-consecutive-calendar month period. Please note how we align our pay periods to monthly tracking – p.2.
- 5) Please be mindful that, especially through the academic year, a number of students work for multiple departments. Communications must flow regularly between supervisors and students to make sure the student’s total work hours are kept within the limits. Multi-department employment creates concerns for both the Affordable Care Act and unbudgeted overtime costs.