

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

March 12, 1992

HUMAN RESOURCES MEMORANDUM 6-92

TO: All Agency Directors of Administrative Services and
Personnel Officers

SUBJECT: Part-Time, Seasonal and Temporary Employees

Recent changes to Federal and State law have resulted in retirement changes for certain State employees. Some part-time, seasonal and temporary employees will be treated differently than all other employees and must be identified and reported as such to the Maine State Retirement System.

Essentially, employees that meet the definition for part time, seasonal or temporary employees under Federal law must meet be covered by a pension plan that meets strict Federal requirements, or must be covered by Social Security. State law has been changed so that the Maine State Retirement System meets these strict requirements for these employees.

Federal Definitions

1. Part-Time Employees. A part-time employee is any employee who normally works 20 hours or less per week.

NOTE: Employees working in part-time positions that are budgeted for 40 hours biweekly or less are considered part time under this definition.

2. Seasonal Employees. A seasonal employee is any employee who normally works on a full-time basis less than 5 months in a year.

NOTE: Employees working in seasonal positions that are budgeted for less than 22 weeks per year are considered seasonal under this definition.

3. Temporary Employees. A temporary employee is any employee performing services under a contractual arrangement with the employer for 2 years or less duration. Acting capacity and project employees are temporary employees under this statute. Employees who are working under an agreement for less than 2 years, but for whom there is a significant likelihood that the employee's employment will be continued are not considered temporary employees. Future extensions are considered likely to occur if, on average, 80 percent of similarly situated employees have had a bona fide offer for continued employment in the immediately preceding 2 academic or calendar years. In addition, future contract extensions are considered significantly likely to occur if the employee with respect to whom the determination is being made has a history of contract extensions with respect to his or her current position.

Reporting Covered Employees to the Maine State Retirement System

The Maine State Retirement System will track service time and earnings for part-time, seasonal and temporary employment in order to administer this requirement. Each pay period, MSRS will receive information from the MFASIS HR system. Reporting will be determined by a combination of position type and appointment type. The enclosed chart summarizes the rules that are used for this reporting.

All employees will be reported automatically according to this chart to the Retirement System. This method of reporting cannot identify some exceptions, however, and agencies are requested to review the enclosed list of employees to identify employees that may be improperly reported. Examples of errors are:

- * Employees who work full time, but in two part-time positions. Since these employees have two different employee numbers, they will be reported as part time.
- * Acting capacity employees who have or can expect to work in excess of two years (See definition for temporary employees).
- * Dual seasonal employees, who may be reported based on their current employment in one of the seasonal positions.

Reporting Errors to the Retirement System

Attached is a list of employees in your agency that have been reported as temporary, seasonal or part-time.

Agencies must notify the Maine State Retirement System of any errors encountered in this report.

You will receive this report biweekly. In addition to containing the names of all employees that have been determined to be part-time, seasonal or temporary, this report also contains "override" information. This information indicates whether an agency has overridden automatic reporting as described below.

Agency Override Capability in MFASIS

A new field has been added to the HOBJO screen that allows agencies to override PST reporting status. The following codes should be placed in this field in the event that override is necessary to properly report employees.

<u>CODE</u>	<u>ACTION</u>
Y	Yes - report the employee as a PST employee
N	No - do not report the employee as a PST employee
Blank	No override. Use the automatically reported status.

This field is available for immediate use and should be used by all agencies to ensure proper reporting in the future.

Questions and Assistance

Agencies should direct all questions on retirement benefit changes for these employees to the Maine State Retirement System.

Questions about reporting employees or override status should be addressed to this Bureau.

Thank you.

Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Enclosures

MSRS PART-TIME SEASONAL TEMPORARY EMPLOYEE REPORTING - EMPLOYEE STATUS CODES

POSITION TYPES	MFA/SIS POS. TYPE CODE	CURR. MSRS STATUS CODE	ACTING CAPACITY		CLASSIFIED	UNCLASSIFIED	PROJECT	STATE TRAINEE	NON-STATE TRAINEE	INTER-MITTENT	OVERRIDE	
			>90 DAYS A	<90 DAYS B							Not PST	PST
PERM. FULL TIME	1	O1	21	21	C	D	E	F	G	H	11	21
PERM. PART TIME	2	O2	22	22	IRS p/t test-22 otherwise-12	IRS p/t test-22 otherwise-12	22	IRS p/t test-22 otherwise-12	IRS p/t test-22 otherwise-12	22	12	22
PERM. INTERMITTENT	3	O3	23	23	23	23	23	23	23	23	12	23
SEASONAL FULL TIME	4	O4	24	24	IRS seas. test-24 otherwise-14	IRS seas. test-24 otherwise-14	24	IRS seas. test-24 otherwise-14	IRS seas. test-24 otherwise-14	24	14	24
SEASONAL PART TIME	5	O5	25	25	IRS seas. test-25 IRS p/t test-25 otherwise-15	IRS seas. test-25 IRS p/t test-25 otherwise-15	25	IRS seas. test-25 IRS p/t test-25 otherwise-15	IRS seas. test-25 IRS p/t test-25 otherwise-15	25	15	25
SEASONAL INTERMITTENT	6	O6	26	26	26	26	26	26	26	26	15	26
PROJECT FULL TIME	7	O7	27	27	27	27	27	27	27	27	17	27
PROJECT PART TIME	8	O8	28	28	28	28	28	28	28	28	18	28
PROJECT INTERMITTENT	9	O9	29	29	29	29	29	29	29	29	19	29
LIMITED PER. FULL TIME	A	O10	2A	2A	1A	1A	2A	1A	1A	1A	1A	2A
LIMITED PER. PART TIME	B	O11	2B	2B	IRS p/t test-2B otherwise-1B	IRS p/t test-2B otherwise-1B	2B	IRS p/t test-2B otherwise-1B	IRS p/t test-2B otherwise-1B	2B	1B	2B
LIMITED PER. INTERMITT.	C	O12	2C	2C	2C	2C	2C	2C	2C	2C	1B	2C
ACTING CAP. FULL TIME	D	O13	2D	2D	2D	2D	2D	2D	2D	2D	1D	2D
ACTING CAP. PART TIME	E	O14	2E	2E	2E	2E	2E	2E	2E	2E	1E	2E

Notes: All codes beginning with "2" are reported as part-time, seasonal, or temporary.

All codes beginning with "1" are not reported as part-time, seasonal, or temporary.

IRS part-time test checks for position hours that are not more than 40 hours biweekly.

IRS seasonal test checks for budgeted position weeks that are less than 22 weeks per year.

> GU 100, 123457900

ON H0BJO

-----EMPLOYEE JOB DESCRIPTION-----

COMPANY--> 00100 EMPLOYEE NUMBER--> 00123457900
NAME-----> RICHARD GABERDINE

POSITION #/IND --->	005000052 1	PRIMARY LABOR %--->	.999
SALARY SPEC----->	04	JOB CLASS----->	9123
ESTABLISHMENT CODE>	1800	FULL/PART TIME---->	1
FLSA STATUS----->	0	PENSION PLAN----->	0
WORK SHEET LIST--->	0	DISABILITY RETIREE>	_
JOB DESCRIPTION--->	ASST GARDENER		
ADMIN UNIT----->	B	WORKER'S COMP CODE>	_____
FLAG F----->	_	TRANSFER FLAG----->	0
WAGE PLAN CODE---->	S	PQ WAGE PLAN CODE->	S
LOCATION CODE----->	11020	LANGUAGE CHOICE--->	EN
CREDIT ASSOCIATION>	000	CODE FOR DATE B--->	_____
MILITARY STATUS--->	_____	PST STAT OVERRIDE->	_____

Y - Report as PST
N - Do not report as PST
Blank - No override required

