



**Alcorn**  
State University

## MEMORANDUM

**DATE:** November 6, 2014 (reposted: 6/16/15)  
**FROM:** Dr. Donzell Lee, Ph.D. *DL*  
Interim Executive Vice-President & Provost  
**TO:** Deans & Directors  
**RE:** **STRICT ENFORCEMENT: STAFF WORK HOUR LIMITATIONS**

The Affordable Care Act and Mississippi law require employer-furnished health insurance for employees within specific statutory classifications, for examples, (a) part-time employees, (b) students (i.e., research and graduate assistants), and (c) adjuncts, per policy-formulation, who work on average 30-hours/week. (See attached policy).

To ensure compliance with federal and state law, while managing healthcare premium costs, Alcorn promulgated the *Staff Work Hour Limit Policy—Affordable Care Act*. (Again, see attached policy). On October 1, 2014, during the Deans Council meeting, Human Resources Director, Carla Williams, gave notice, clarified the policy, and reiterated the “28-hours/week” threshold for part-time employees.

However, a recent Human Resources audit finds several Academic Affairs units yet exceeding the 28-hours/week maximum.<sup>1</sup> This is simply unacceptable and must stop. (Note: See your unit’s violation in the attached spreadsheet. Additionally, I strongly advise you to intensify monitoring efforts so to bring your part-time employee work hours below the policy-benchmark, immediately).

In conclusion, you play an indispensable role in ensuring University compliance with the Affordable Care Act and relevant provisions of Mississippi law. Compliance with all relevant laws and policies is a core requirement of your job description. As such, you are expected to maintain vigilant oversight of your employees—and their work-hours. The *Staff Work Hour Limit Policy* will be strictly enforced. As discussed in the November 7, 2014 Deans Council meeting, failure to monitor hours or repeat violation of the *Work Hour Limit Policy* will be a basis for disciplinary action up to and including discharge.

If you have any questions, please do not hesitate to contact the Human Resources Office or the Office of the Provost. I look forward to your unstinting cooperation.

Attachments: HR Policy

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<sup>1</sup> This policy does not apply to student workers compensated by way of federal work study funds. Furthermore, an average work-week maximum of 20-hours/week is strongly encouraged. Pay attention to Equal Pay and Fair Labor Standard Law implications as well.