

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy</b>	04-20
<b>Subject</b>	Employee Benefits for Part-Time Employees
<b>Date</b>	July 1, 2024
<b>Policy Owner</b>	Director of Human Resources
<b>Policy Officer</b>	Deputy Superintendent of Operations
<b>References</b>	Administrative Code Title R477. Human Resource Management, Administration

**I. PURPOSE:**

1. The purpose of this policy is to provide clarity on benefits for Utah State Board of Education (USBE) Employees.

**II. POLICY:**

1. The USBE follows the Utah Division of Human Resource Management (DHRM) Administrative Rules (Administrative Code R477) except in instances where the USBE Superintendency has adopted specific provisions or Internal Policies that conflict with DHRM Rules. In those instances, the USBE Internal Policy takes precedent.
2. No USBE employee working less than 30 hours on average per week shall receive paid benefits.
3. Employees must work 30 hours on average or more per week to receive paid benefits.

**III. HISTORY:**

Financial conditions warranted a cost benefit analysis of providing benefits to employees that work less than 30 hours on average per week. The analysis concluded that due to the exponential increases in costs associated with employee benefits there is no longer the ability to justify paying for employee benefits for those working less than 30 hours on average per week. This policy is enacted to move it from a business practice to a policy subject to audit and review at any time.

This policy is in effect July 1, 2024, an exception has been granted to one (1) employee working less than 30 hours per week on average. Exceptions to this policy will be reviewed by the Superintendent and only granted with written permission from the Superintendent.