

DAYS AND HOURS LIMITATIONS

Per Education Code and CalPers, the District has set mandatory caps on the number of days and hours a NANC employee is authorized to work per fiscal year:

Maximum **175 days**

Maximum **800 hours**

An employee exceeding the maximum number of days may be entitled to a contract position.

Mandatory enrollment in CalPERS (6.5%) is required if the 1,000 hours limit is exceeded. The employee would now be required to pay into Social Security (6.20%) as well. If an employee exceeds 1,000 hours your department would have to pay the additional costs related to an employee becoming enrolled in PERS, an increase of 17.981%. This would be an additional cost to the employee of 8.95%. One other item to consider, if an employee is mandatorily enrolled in Cal PERS, future positions the employee may be offered are limited to only departments which agree to pick up the additional cost.

- Increase in financial impact for the employee would be:
 - 8.95% increase [6.50% (CalPERS) + 6.20% (Social Security) -3.75% (FBC)]
- Increase in financial impact to campus/department's benefit cost would be:
 - 17.981% increase [15.531% (CalPERS) + 6.20 (Social Security) – 3.75% (FBC)]

Supervisors are responsible for tracking days and hours of their staff. To confirm days and hours worked supervisors have access to [View Payable Time Detail](#) through the Time Management function in PeopleSoft. Payable Time Detail is by employee, select the employee you want to look at, change the date range to start July 1st of the current fiscal year through the current date, and click the green refresh arrows. You can copy the information into excel for easier viewing.

The screenshot shows the PeopleSoft Manager Dashboard. The 'Time Management' menu is expanded, showing options: Time and Labor WorkCenter, Approve Payable Time, Timesheet, View Payable Time Summary, **View Payable Time Detail** (highlighted in green), View Leave and Comp Time, and Manager Search Options. Below the menu, there are two date selection fields: 'Start Date' with the value '07/01/2017' and a calendar icon, and 'End Date' with the value '06/12/2018' and a calendar icon. To the right of the 'End Date' field is a green circular refresh icon.