

# Joint Employment

University System of Georgia

# Joint Employment Discussion Topics

- ❖ Joint Employment Years in Review
- ❖ New Joint Employment Modifications
- ❖ Joint Employment Coordinator Roles and Responsibilities
- ❖ What's Next?
- ❖ Frequently Asked Questions

# Joint Employment Years in Review



# **New Joint Employment Modifications**

- ❖ New Human Resources Administrative Practices (HRAP) Manual Section
- ❖ Updated Business Procedures Manual (BPM) 5.3.3
- ❖ Updated Joint Employment Agreement
- ❖ Updated Academic and Student Affairs Handbook Section

# New Joint Employment Modifications

## ❖ Updated Joint Employment Agreement Sample

### Section C – Employee Information

#### Home Institution Commitment

Employee Name		Employee ID	
Institution Name		Employee's Immediate Supervisor	
Title		Department	
<b>Employee Category/Status</b> (Refer to HRAP: Classification, Compensation and Payroll)			
Staff <input type="checkbox"/>	Faculty <input type="checkbox"/>	Student <input type="checkbox"/>	Rehired Retiree <input type="checkbox"/>
Regular <input type="checkbox"/>	Temporary <input type="checkbox"/>		
Full-Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Complete Part Time Compliance Statement (Appendix A)	
Exempt <input type="checkbox"/>	Non-exempt* <input type="checkbox"/>		
Do the Requesting Institution obligations result in a change to the employee's FLSA status?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	New FLSA Status:	Exempt <input type="checkbox"/> Non-exempt* <input type="checkbox"/>

\* Earned overtime will be paid at the rate assigned to the position that incurs the overtime.

#### Current Obligations \*

Institution	Credit Hours	Contact Hours	Standard Hours	Begin Term Date	End Term Date

\*If Employee's duties at Home Institution are non-instructional, only required to fill out Institution and Standard Hours. If Employee's duties are instructional, all columns are required.

# New Joint Employment Modifications

## ❖ Updated Joint Employment Agreement Sample

### Requesting Institution Requested Commitment

Institution Name		Request Date			
Requested Dates of Service					
New Background Check Needed for Position? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Need for and description of services to be performed					
Justification for obtaining services from another USG employee in lieu of obtaining such services from a person not presently employed by Institution.					
Requested Obligations*					
Institution	Credit Hours	Contact Hours	Standard Hours	Begin Term Date	End Term Date

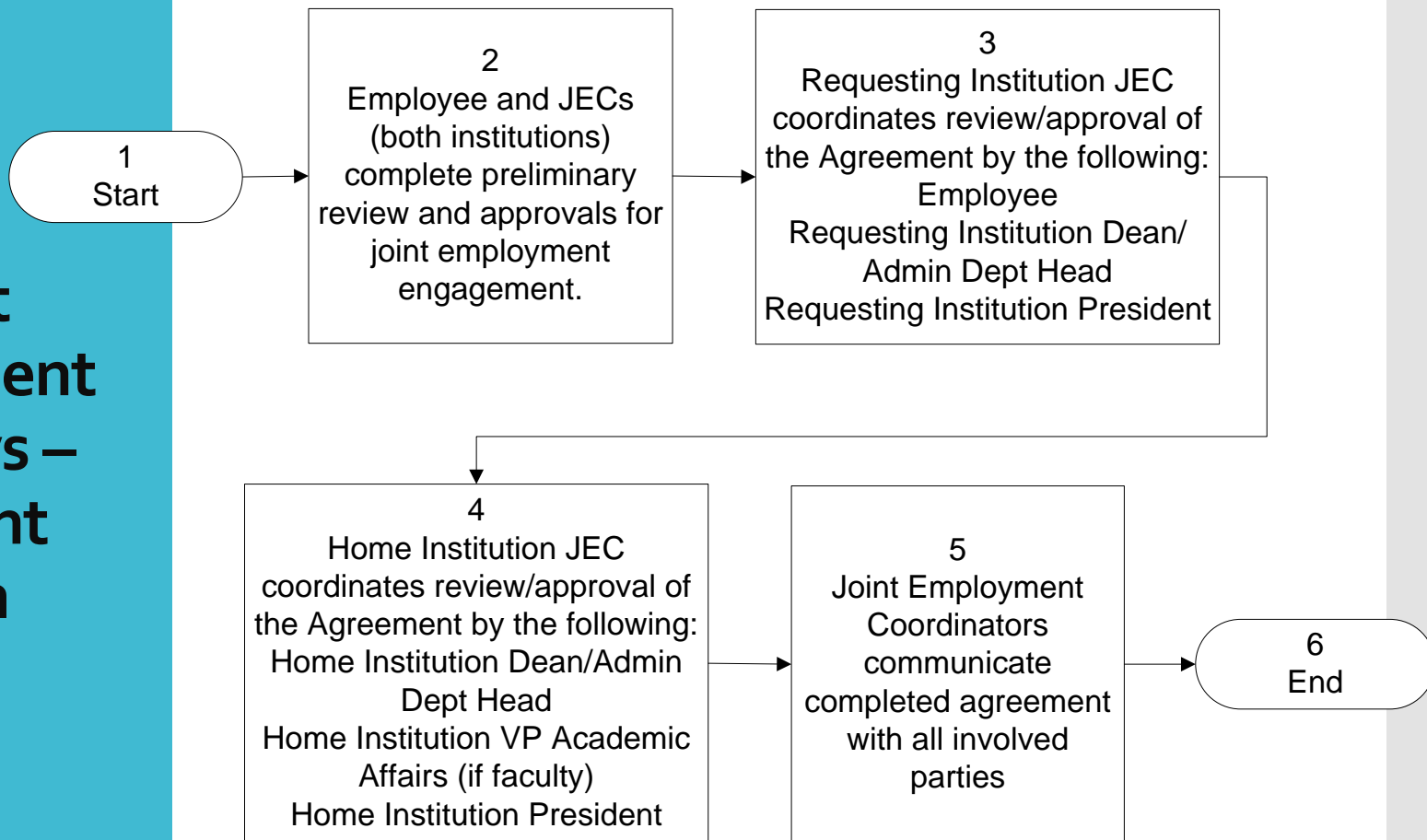
\*If Employee's duties at Requesting Institution are non-instructional, only required to fill out Institution and Standard Hours. If Employee's duties are instructional, all columns are required.

For Occasional Joint Employment of full-time, benefitted Employees (not Shared), is the compensation pensionable?

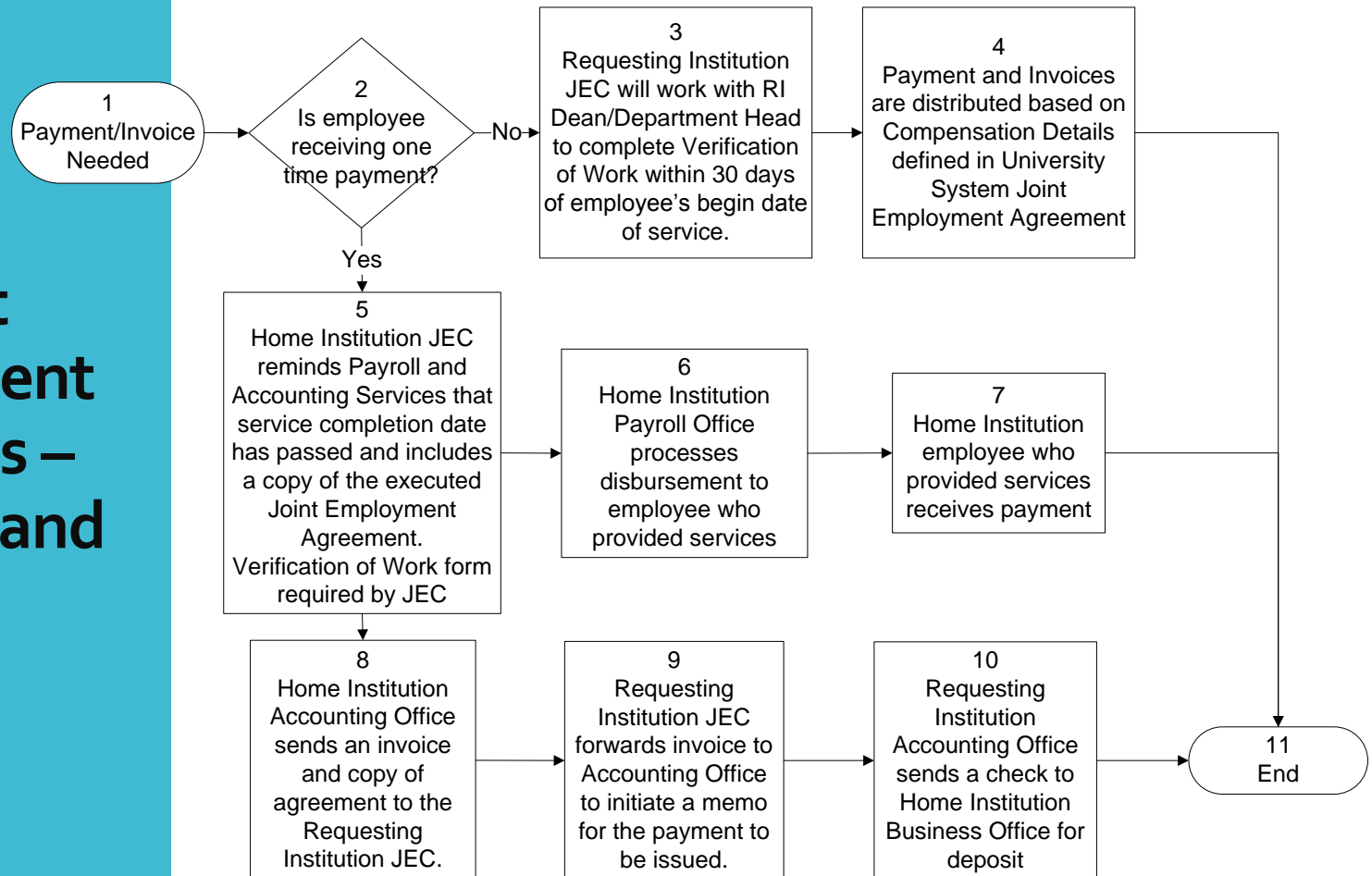
Yes\* ☐ No ☐

*\*Refer to the Additional Compensation/Overload policies for Faculty and Staff.*

# New Joint Employment Workflows – Agreement Execution



# New Joint Employment Workflows – Payment and Invoicing





# Joint Employment Coordinator

**The USG is recommending a Joint Employment Coordinator (JEC) at each institution.**

- ❖ Ideally, it is recommended that the institution's Joint Employment Coordinator be a function within the **Human Resources** area.
- ❖ If an institution has multiple Joint Employment Coordinators one should be designated as the primary contact for the institution.
- ❖ The addition of this duty does not necessarily mean the addition of headcount at your institution.

# Joint Employment Coordinator

## Roles & Responsibilities



# Joint Employment Coordinator



# Joint Employment Coordinator – In Person Training

❖ **Monday, May 2nd, 10:00 am – 3:00 pm**

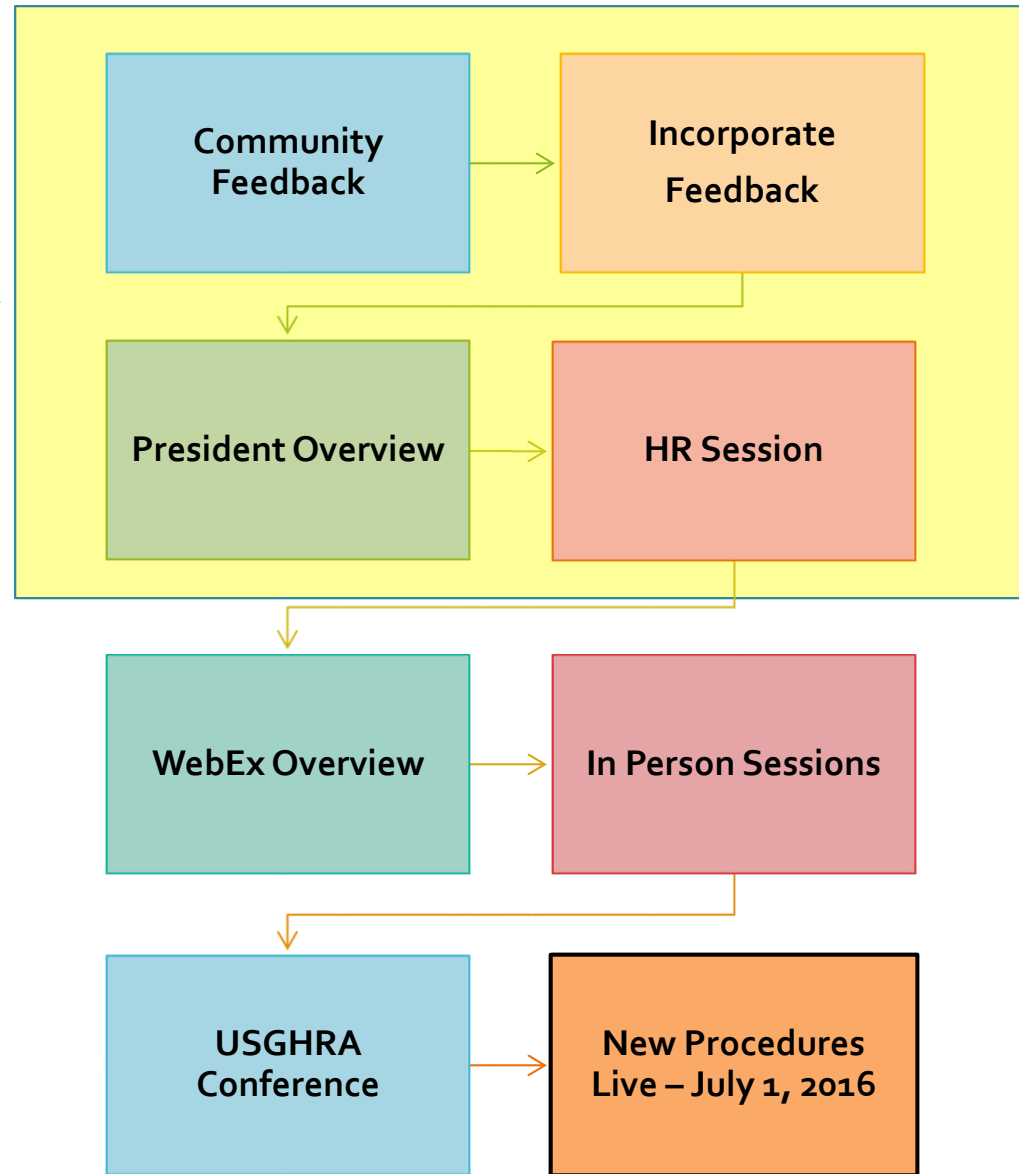
**Atlanta Area**

❖ **Wednesday, May 4th, 10:00 am – 3:00 pm**

**Macon Area**



**Already  
Taken Place**



# What's Next?



## Joint Employment Frequently Asked Questions

**FAQ:  
How does the USG  
define Home  
Institution (HI)?**

- Home Institution that employs the individual whose services are requested by another USG institution. The Home Institution is the employee's primary place of employment and is the institution considered as the common paymaster as defined by O.C.G.A. 34-8-27.
- If there is a question as to which institution should be considered the Home Institution, the initial discussion should be between the Joint Employment Coordinators at the Home and Requesting Institutions. The Shared Services Center will assist the Joint Employment Coordinators in resolving any procedure questions. A Joint Employment Coordinator may contact the Shared Service Center via [usgdatahelp@ssc.usg.edu](mailto:usgdatahelp@ssc.usg.edu) or call the SSC Helpdesk at (478) 240-6500. The SSC will seek further clarification from the Board of Regents office if necessary.

## **FAQ: What to do about existing engagements?**

Those agreements may remain intact through the end of the Joint Employment engagement. However, the limitation of one agreement per institution per fiscal year will be applied and a new agreement will need to be executed if the engagement goes past June 30, 2016. The new agreement and invoicing/payment process should be followed immediately after implementation. Any discrepancies between the current agreement and the new invoicing and payment process should be discussed with the Joint Employment Coordinators at each institution.

Current Joint Employment Agreements should be forwarded to the designated Joint Employment Coordinator, and they will be responsible for managing the remainder of the engagement.



**FAQ:**  
**The new Joint Employment documentation states that the agreement should be executed prior to work initiating. How should an institution handle last minute joint employment hires given the new information and approvals required?**

- The role of Joint Employment Coordinator is expected to aid in expediting the completion of the Joint Employment Agreement. However, there is an appreciation for exceptions where faculty are hired last minute to accommodate enrollment. Given this should be an exception, the Requesting Institution will need to provide a justification on the Joint Employment Agreement for the late submission and still follow the documented process to gain required approvals after the employee has started work.
- Employees should be paid in a timely manner following the execution of the Joint Employment Agreement. After receiving finalized agreement and verification of work as expected duties are completed, the Home Institution should pay the employee per FLSA guidelines.

**FAQ:**  
**How will I know if my  
employee is joint  
employed (if they  
don't disclose)?**

- For all institutions, the new ACA Equifax tool should have all employees in the USG included. Certain individuals at each institution will have access to this information and each new hire should be checked against this database to see if they are currently employed within the USG or if they have been employed during the current measurement period for ACA purposes.

**FAQ:**

**If the combined hours for joint employment entitles the employee to become benefits eligible, which institution should initiate the benefits update?**

- If the combination of work results in benefits eligibility (either initially in the engagement or following the ACA measurement period), the institutions are required to offer benefits to the employee and share the associated costs, as applicable. The Home Institution HR practitioner is responsible for processing the benefits enrollment. The Requesting Institution will be responsible for payment for their proportional share or jointly negotiated cost of applicable benefits and related pay.
- The Home Institution is responsible for monitoring employee hours to determine an employee's benefits eligibility under the Affordable Care Act (ACA).

**FAQ:**  
**Is an employee who teaches an eCORE or eMajor course considered to be joint employed?**

- An employee who teaches an eCore or eMajor course is not considered to be joint employed.
- Faculty teaching eCore or eMajor are not hired by eCore, eMajor, or the University of West Georgia (the administrative home for eCore or eMajor).
- Faculty teaching eCore or eMajor do so through the appointment at their home institution and should not be processed as joint appointed employees.
- The process for faculty approval to teach eCore or eMajor is administered by the University of West Georgia, but faculty must be approved to teach eCore and eMajor by the faculty member's home institution.

**Frequently  
Asked  
Questions**

There's  
More...  
26 Pages!