

Per Diem/Casual/Temporary Employees

Benefits Eligibility

Medical, Prescription, Dental & Vision

Per Diem/Casual/Temporary employees are not benefit eligible employees, so are not offered access to the health coverage as part of their employment offer. However, per diem/casual/temporary employees may be offered certain benefits through the Affordable Care Act (ACA) provisions, should they meet the ACA eligibility requirements. If an employee works, on average, 30 hours a week or more over the previous 12-month measurement period, they are required to be offered access to medical and prescription benefits. Drexel offers those who meet the qualifications access to medical, dental and vision benefits at part-time benefit-eligible employee rates. Should an employee meet these requirements, they will be sent an enrollment opportunity via email from the Drexel Benefits Service Center.

Retirement Savings Plans

403(B)

Per Diem/Casual/Temporary employees may participate in the plan with their own contributions. You must enroll or actively waive participation within 31 days of your date of hire. If no action is taken, Drexel will automatically enroll you into a Lifecycle fund at 2% per pay contribution rate.

If you do become automatically enrolled, you may elect to stop future contributions at any time. Any elections to participate, to not participate, or to change your contribution rate can be made through your TIAA retirement account, accessible through DrexelOne.

University contributions will not be calculated or allocated to you on a payroll period basis. Instead, you will receive University contributions after the close of the plan year (the calendar year) if certain annual allocation requirements are met. You must have completed at least 1,000 hours of service during the plan year and be an eligible employee on the last day of the plan year in order to receive University contributions for that plan year. If you do not meet these requirements, you will not receive University contributions for the plan year. Remember that you must contribute at least 1% to the Plan in order to receive University contributions.

Time Off Benefits

Sick Leave Accrual for Temporary Employees (working more than 6 months in a rolling 12-month period), Casual and Per-Diem Employees:

a. Temporary Employees (working more than 6 months in a rolling 12-month period) – A minimum of one (1) hour of sick time shall accrue for every forty (40) hours worked. Individuals shall not accrue more than forty (40) hours of sick time in a rolling 12-month period. If the individual has worked at least 6 months, they will be credited forty (40) hours of sick leave but cannot use it unless the time has been earned based on hours worked.

b. Casual and Per-Diem Employees – A minimum of one (1) hour of sick time shall accrue for every forty (40) hours worked. Individuals shall not accrue more than forty (40) hours of sick time in a rolling 12-month period. Upon hire, they will be credited forty (40) hours of sick leave. Sick leave cannot be used until the time is actually earned. Forty (40) hours will be provided each July 1 and depleted each June 30.

Per diem/casual/temporary are not eligible for holiday or vacation leave.

FMLA & Leave of Absence

FMLA Leave is only available to employees who have been employed for at least one year, have worked 1,250 hours in the 12-month period preceding the leave, and who have a qualifying need.