1500 Hour Wage Fact Sheet

**WORK PERIOD (MAY 1 – APRIL 30):** Wage employees are limited to working 1,500 hours per agency per year, which is calculated as the 365-day period from May 1st through April 30th each year. **It is the employee and supervisor’s responsibility to manage and maintain the work schedule to ensure the limited 1,500 hours are not exceeded within the May 1 – April 30 365-day period.**

- If an employee has reached the maximum of 1,500 hours within the 365-day period, he or she **will not** be permitted to work again during the current 365-day period. The employee may resume working beginning May 1 starting a new 365-day period.

- No exceptions to the 1,500-hour limit are permitted.

**PAYLINE:** Payline provides access to view and print pay stubs for each payday. Employees are able to view current pay information at least 4 days prior to the payday. Sign up for Payline at [https://secure.doa.virginia.gov/payline](https://secure.doa.virginia.gov/payline).

**TIMECARDS/TIMESHEETS:** Online timesheets for wage employees must be completed accurately, approved by the supervisor, and submitted to Payroll by the appropriate deadlines. The deadlines can be found on Payroll’s website at [http://www.radford.edu/content/accounting-services/home/payroll/wage.html](http://www.radford.edu/content/accounting-services/home/payroll/wage.html).

**TAX DEFERRED ANNUITIES (403b):** The University will make payroll deductions for tax-deferred annuities to participating companies. Approved 403b providers are TIAA-CREF, AXA, Amerprise, and VALIC. Fringe Benefits Management Company (FBMC), the third-party administrator, serves as compliance coordinator and routes contributions to the selected provider(s). The employee or the participating company pays an administrative fee.

**DEFERRED COMPENSATION PLAN (457):** Newly hired and re-hired state employees are eligible to enroll in the Commonwealth of Virginia 457 Deferred Compensation Plan with a minimum contribution of $10 per pay period. Employees may enroll online at [www.varetire.org](http://www.varetire.org); select Commonwealth of Virginia 457 Deferred Compensation Plan under the Defined Contribution Plans tab or enroll by phone by calling 1-VRS-DC-PLAN (1-877-327-5621), Option 1. The employee pays an annual administrative fee.

**WORKER’S COMPENSATION (WC):** Under the Workers Compensation Act, medical bills and compensation for loss of pay are paid if injuries were received on the job or while on official University business. Accidents must be reported immediately to your supervisor to ensure coverage.

**TUITION WAIVER:** Full and part-time employees of the University are eligible to register for one course (maximum 4 credit hours) of instruction (graduate or undergraduate) at Radford University each semester and/or summer session with the tuition and fees for the course waived. Application and registration for course work is subject to conditions involving eligibility and other participation requirements as stated in the Employee Tuition Waiver Policy.
**UNIVERSITY PRIVILEGES:** All University employees are eligible for free employee identification cards. Current ID cards allow an employee and his/her dependents access to certain University recreational facilities during evenings and weekends when school is in session; full use and borrowing privileges from McConnell Library; and admission to athletic events and cultural activities either free of charge or at a reduced rate.

**FAMILY AND MEDICAL LEAVE:** Eligible employees are provided with up to 12 weeks of unpaid family and medical leave per leave year because of their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of in of the service member. All part-time employees who have been employed by the Commonwealth for a total of at least 12 months in the past seven years and have worked for at least 1,250 hours in the previous 12-month period are eligible. Eligibility determinations are made as of the date that the family and medical leave is to begin. [Family and Medical Leave policy.](#)

For additional information regarding wage employment, please see Wage Employment (pages 6-8) under [Types of Employment - DHRM Policy 2.20](#).