

SYSTEM REGULATION

33.99.05 Part-Time Employment

February 5, 1997

Revised October 17, 2000

1. RATE OF PAY AND BUDGETING

- 1.1 Faculty and staff on part-time appointments shall be paid at rates commensurate with their abilities, job duties, responsibilities and the time they devote to part-time work. However, the rates of pay for persons employed on a part-time basis will not exceed the proportional salary rates for full-time employment.
- 1.2 Part-time employment will be considered, approved or disapproved, and budgeted in the same manner as other appointments. The annual operating budget and interim budget/personnel action forms identify part-time service as a percentage of full-time employment ("percent effort").
- 1.3 All part-time personnel employed to work fifty percent or more effort for four and one-half months or more in a fiscal year will be placed in budgeted positions. Student workers are excluded.

2. ADDITIONAL PART-TIME EMPLOYMENT

- 2.1 A part-time employee may accept additional part-time employment with another department or unit of the System provided the employee obtains the advance approval of the head of his/her existing department or unit. This approval ensures proper coordination of employment when more than one department is involved and avoids violations of policy and law. Administration of multiple employment is addressed in System Regulation 33.99.06.
- 2.2 A full-time employee may, with the approval of his/her supervisor, accept additional part-time System employment of a temporary or intermittent nature (such as game attendant). So long as the work is occasional or sporadic and in a different capacity from that of the full-time job, all hours worked in the secondary job will be excluded in assessing hours worked for overtime purposes.
- 2.3 Full-time employees who accept additional employment that is more than temporary or intermittent are governed by System Regulations 33.99.06.

3. BENEFITS

Employee benefits (group insurance, leaves of absence, holidays, etc.) available to part-time employees may be determined by referring to System Regulation 31.02.02 or by contacting the human resources offices of the System components.

CONTACT OFFICE: The System Human Resources Office

HISTORY: Last version: February 5, 1997

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