



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Permanent Part Time Employment			Article: 1305.01
APPROVED: William Dickinson, Chief Probation Officer			
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POLICY

Part-time Employee Defined:

"Part-time employee" means an employee in a position requiring no more than thirty-nine (39) working hours per bi-weekly payroll period or in a position in which the employment is for less than a full employment year. "Regularly employed" means employment in a regularly classified and budgeted position and shall not include employment in a position which is temporary. "Permanent part-time employee" means an employee who occupies a regularly classified and budgeted position requiring no more than thirty-nine (39) working hours per bi-weekly payroll period.

Part-time Employee Benefits

Sick leave is on a prorated basis. A part-time employee (6+ years length of service) who is regularly employed in a classified position shall earn and accrue sick leave in that proportion of 3.69231 working hours each bi-weekly payroll period relative to the ratio which the total number of hours worked during the payroll period bears to eighty (80) working hours (part-time employees with 0-5 years length of service will earn 2.46154).

Vacation accrual is also on a prorated basis. Vacation credits for a part-time employee shall be prorated in that proportion which the actual total number of hours worked during a bi-weekly payroll period bears to eighty (80) working hours.

A part-time employee can pay into the Deferred Compensation Program; however, if the employee works less than forty (40) hours during a payroll period, contributions to the State Disability Insurance (SDI) are not made and medical benefits are not received.

Under the above conditions, a part-time employee can earn compensatory time off which is computed at time and a half (1 1/2). Staff meetings after normal working hours or on days off are computed on a straight time basis. Holidays, whether worked or not, are viewed the same for a part-time employee as it is for a full-time employee but with one contingency. To receive the holiday benefit as time and a half (1 1/2) overtime if worked or straight credit if not worked, the holiday must fall within the employee's regular work schedule.

The current seniority and pay level are maintained when a full-time employee goes to part-time status. The seniority aspect is significant in that the employee maintains the

right to bump another part-time employee or a full-time employee if budget constraints dictate the elimination of the part-time employee's position.

A part-time employee, whether previously a full-time employee or currently a new hire, can move to a full-time position at the Department Head's discretion without testing for that position. Part-time employees are eligible for promotional examinations.

A part-time employee's work schedule, the number of hours and the flexibility of both are essentially based on the needs of the department. The employee's immediate supervisor does not have discretion in determining the number of working hours per payroll period but does have discretion in the scheduling of the allotted hours.

Retirement

- A. Fifty percent (50%) employment during a pay period.
 - 1. Benefits continue a prorated basis.
- B. Less than fifty percent (50%) employment during a pay period. (i.e. less than 40 hours in a bi-weekly payroll period.)
 - 1. Retirement accrual stops.
 - 2. If less than five years in the full-time position, refund of accrued benefits is mandatory.
 - 3. If more than five years in the full-time position, a choice is given:
 - a. Refund
 - b. Defer previously accrued benefits to actual retirement.
 - 4. If part-time employment continues past a six months' period of time and the employee subsequently goes back to full-time employment, the employee's contribution to the retirement system is at a higher rate than when the employee was initially hired full-time.
 - a. Under these circumstances, the retirement check at retirement will be based on two rates: one at the rate before going to part-time and one after returning to full-time employment.
 - 5. If part-time employment does not exceed a six months' period of time, the accrual rate remains the same; however, at retirement the months of non-accrual are subtracted.