

PART-TIME EMPLOYEE BENEFITS PROCEDURES

Eligibility: To be considered for benefits, an employee must have one year of work experience at the College. After meeting the one year threshold, eligibility for benefits is based upon the projected hours an employee will work in a fiscal year. This projection is generally determined as budgets are approved. If an employee is projected to work a total number of hours which qualifies him/her for benefits, then benefits will be afforded that employee for the entire next fiscal year. Part-time employees' eligibility will be reviewed annually to determine continued eligibility for the next year.

To be eligible an employee must work a minimum of 1,040 hours or teach 50% of a full-time faculty load (Code 4117) per fiscal year or equivalent combination thereof.

Benefits: Part-time employees who meet the eligibility requirements above shall be afforded the following benefits:

1. College I.D. Card – this allows free admission to athletic events and Theatre productions.
2. 50% tuition waiver for college credit and reimbursable non-credit courses for employee and eligible dependents. All staff in-service courses shall be 100% tuition waiver.
3. Participation in a salary reduction agreement with a minimum contribution of \$200 per calendar year as allowed by the vendor. There shall be no employer matching requirement.
4. Pro-rated sick leave based upon the rate of one day per month worked. Proration shall be based upon the actual hours worked. The maximum accumulation shall be 40 hours. Unused sick leave shall not be paid upon termination.
5. Pro-rated emergency leave based upon the actual hours worked.
6. Pro-rated holiday pay (classified, professional/managerial and administrative staff only) based upon a percentage of the time worked. Example: if an employee works 50% of the time, the holiday pay for each holiday shall be 4 hours (8 x 50%). Only those holidays included in the period of appointment shall be paid. Example: if an employee works from September 1 through May 15, he/she would not be eligible for Memorial Day or July 4 holidays.

7. Pro-rated annual leave (classified, professional/managerial and administrative staff only) based upon actual hours worked. See Policy Codes 4156 (Administrative Earned Annual Leave), 4157 (Professional/Managerial Earned Annual Leave) and 4158 (Full-Time Classified Earned Annual Leave) for leave rates. The maximum accumulation shall be 80 hours.
8. All employees eligible for part-time benefits shall be enrolled in the Employee Assistance Program.

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