



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

# PART-TIME EMPLOYMENT AGREEMENT

New Hire  Current Employee

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	
<b>Company</b>		<b>Department</b>	<b>Department ID</b>
<b>Position No.</b>	<b>Job Code Title</b>		<b>Effective Date</b>

The Part-Time Employment Agreement for the above employee is approved subject to the following general and specific provisions and conditions:

1. The appointing authority may discontinue the part-time status with a written notice of at least two (2) pay periods prior to the effective date of the change.
2. The department reserves the right to require the employee to temporarily work in excess of their standard hours.
3. The employee agrees to work \_\_\_\_\_ standard hours per pay period on the following days and hours:  
\_\_\_\_\_.

4. The employee is eligible for leave benefits, which will be pro-rated based on the paid hours coded on the employee's time sheet. Holiday accruals will be based on the employee's standard scheduled hours.

*Sick Leave Example:* If the employee works 48 hours per pay period, the employee will earn 2.034 hours of sick leave per pay period (normal accrual for 80 hours is 3.39 x 48/80 or 60% = 2.034).

5. For employees whose standard scheduled hours are 40 or more per pay period, retirement will not be withheld for hours worked beyond the standard scheduled hours.

*Retirement Example:* The standard scheduled hours that the employee will work per pay period plus any benefits received in cash will determine the employee's retirement contribution. For example, if the employee is scheduled to work 48 hours per pay period at the hourly rate of \$15.00 per hour, receives \$100.00 in cash benefits, and the employee's contribution rate is 9.5% (.095) based upon age, the employee will have deducted \$77.90 per pay period (48 hours x \$15.00 per hour plus \$100.00 x .095). If the employee works less than the scheduled 48 hours per pay period, \$77.90 will still be deducted, making the contribution a higher percentage of gross pay. The contribution will remain the same regardless of whether the employee works more or less than the 48 hours. The retirement contribution will only fluctuate when the employee's hourly rate changes or when the cash benefits change.

6. The employee whose standard scheduled hours are 40 or more per pay period is eligible to receive benefits, based on the number of scheduled units, in accordance with the appropriate Memoranda of Understanding (MOU) for the applicable occupational unit. This includes but is not limited to the benefit plan, medical insurance, dental insurance, Accidental Death and Dismemberment and/or life insurance, and membership in the retirement system. Contributions to retirement are a fixed amount based on the scheduled retirement units and cash benefits. Retirement contributions are not affected by working more or less than the scheduled hours of work.

7. The employee whose standard scheduled hours are less than 40 per pay period **will** participate in the County's PST Deferred Compensation Plan in lieu of participation in any other retirement plan, program, or benefit. The employee shall contribute 7.5% of gross earnings. The employee's contribution to PST Deferred Compensation shall be automatically deducted from the employee's earnings. Maximum contributions shall be 7.5% of the employee's maximum covered wages for Social Security purposes. The employee shall enroll in the plan and must complete the forms approved by Human Resources.

The employee whose standard scheduled hours are less than 40 per pay period may not withdraw PST Deferred Compensation or retirement funds until they no longer work for the County in any capacity. They may also be eligible for other benefits provided for in the appropriate MOU, such as Accidental Death and Dismemberment insurance.

8. Regular status for employees who are working part-time shall be achieved on the basis of successful completion of the required number of service hours worked during probationary period, subject to the requirements outlined in the appropriate MOU for the Job Code Title of the position.
9. Step increases for employees working part-time are to be granted upon successful completion of required hours to advance to each step, subject to the requirements outlined in the appropriate MOU for the Job Code Title of the position.

<b>Additional conditions (if applicable):</b>

I have read and understand the above general and specific provisions and conditions regarding part-time employment. It is my desire, at this time, to enter into this agreement.

<b>Employee Signature</b>	<b>Date</b>
<b>Supervisor Signature (Print &amp; Sign)*</b>	<b>Date</b>
<b>Appointing Authority or Designee Signature (Print &amp; Sign)*</b>	<b>Date</b>

\*current employee only

**Office Use Only**

<b>Acknowledgment</b>	
I hereby acknowledge and declare that the above information was reviewed and explained to the employee.	
<b>Payroll Specialist (Print &amp; Sign)</b>	<b>Date</b>

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

*DISTRIBUTION: Original – EMACS-HR (0030)  
 1<sup>st</sup> Copy – SBCERA (0014)  
 2<sup>nd</sup> Copy – Employee*