



County of San Bernardino PART-TIME EMPLOYMENT

Part-time employment is defined as an employee working in a regular position that is scheduled for less than 80 hours per pay period.

REFERENCES

Applicable Memoranda of Understanding (MOU); Compensation Plan; Ordinance

FORMS REQUIRED

Part-Time Employment Agreement 

MANDATORY FIELDS

All

GENERAL INFORMATION

Where practical and consistent with department needs and permitted by the applicable MOU, Compensation Plan or Ordinance, the appointing authority will make reasonable effort to permit an employee in a regular position to work part-time or may budget regular positions to work part-time.

Benefits for part-time shall be provided in accordance with the appropriate MOU for the applicable occupational unit.

The employee will be notified in writing by the appointing authority at the time of the appointment, and such notification will clearly define the benefits to which the employee is entitled.

The department reserves the right to require the employee to temporarily work in excess of the standard hours.

Leave benefits will be pro-rated based on paid hours. Holiday leave 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 $3.39 \times 48/80$ or $60\% = 2.034$).

The employee must be in a regular position scheduled for a minimum of 40 hours per pay period and be paid for at least one-half plus one hour of their scheduled hours in order to be eligible to receive the benefit plan.

No additional retirement will be withheld if the employee works more than the standard scheduled hours.

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.

Regular status for employees who are part-time shall be achieved on the basis of successful completion of the required number of service hours worked during probationary period.

Step increases for part-time employees are to be granted upon successful completion of the required hours to advance to each step.

The appointing authority may discontinue the part-time status with a written notice at least two (2) pay periods prior to the effective date of the change.

Refer to department guidelines for individual procedures.

PAYROLL SPECIALIST RESPONSIBILITIES


- ◆ Provide the Agreement to the employee for completion and acknowledge that the information was reviewed and explained to the employee.
- ◆ Obtain Supervisor and Appointing Authority or Designee signature for current employees only. *New Hires hired into a part time budgeted position do not require Supervisor and Appointing Authority or Designee signature.*
- ◆ Audit for completeness
- ◆ Prepare appropriate JAR packet
- ◆ Retain copies for department file
- ◆ Forward JAR packet to EMACS-HR (0030)
- ◆ Verify that EMACS has been updated to reflect the requested action


DEADLINES


Refer to Master Calendar for EMACS Processing


RELATED FORMS/PROCEDURES

Checklist for Contract to Regular 


Checklist for Demotion (Disciplinary Action) 

Checklist for Demotion (Voluntary) 

Checklist for Extra-Help/Recurrent/PSE to Regular 

Checklist for Job Change 

Checklist for New Hire - Regular/Part-time/Reemployment (Rehire) 

Checklist for Promotion or Reclassification 

Checklist for Return from Leave Without Right to Return 

Checklist for Transfer Without Promotion/Lateral Transfer 

New Hire

Position Number Change

Promotions

Transfers