

PART-TIME AND UNALLOCATED (TEMPORARY) EMPLOYEES - BENEFITS AND SERVICE ACCRUALS

PURPOSE: To provide part-time and temporary employees with a summary of benefits and service accruals.

SCOPE: This policy applies to regular part-time and unallocated (temporary) employees.

POLICY STATEMENT: If/when an employee is eligible, time toward salary increases, longevity increases, sick leave and vacation will accrue during months in which the employee is working half-time or greater, or in a paid status, for at least eleven (11) working days. County policy with respect to part-time employees is contained in the Personnel Ordinance, contracts with various employee benefit providers, and current collective bargaining agreements. The summary contained in this document is general in nature. These provisions can be summarized as follows:

REGULAR PART-TIME EMPLOYEES, GREATER THAN OR EQUAL TO HALF-TIME

These employees shall accrue vacation, sick leave, holiday pay and seniority in a prorated amount of that which would be accrued under full-time employment, calculated based on full-time equivalency. Eligibility for salary increases follows the same policy as full-time employees, with the employee's first salary increase date occurring the first of the month following six full months of employment and annually thereafter, unless an alternative step schedule is provided in the applicable collective bargaining agreement.

Eligibility for higher vacation accruals for those employees on the service accrual vacation plan (not vacation sell back plan) and longevity levels for part-time employees is calculated based on the employee's service date. Every month in which a part-time employee works half-time or greater shall count toward the service date used for the service accrual vacation plan and longevity accrual levels.

REGULAR PART-TIME EMPLOYEES, LESS THAN HALF-TIME (Exempt From the Personnel Ordinance)

Regular part-time employees (referred from an eligibility list) working less than half-time receive no benefit or service accruals such as seniority, vacation, sick leave and longevity. These employees are eligible for salary increases which may advance them through the pay range on the same basis as full-time employees. The exception is members of Employees' Association who receive salary increases every two years and may be eligible for the Paid Time Off bank. Please see the bargaining contract for eligibility details.

UNALLOCATED (TEMPORARY) EMPLOYEES

Unallocated (temporary) employees, whether full-time or part-time, receive no "employer paid" or "optional" benefits or service accruals. An unallocated employee who is hired as a

probationary/regular employee, will not have any time credited toward accruals or waiting periods for service in an “unallocated (temporary)” or “provisional” status. Employees’ Association members may be eligible for the Paid Time Off bank. Please see the collective bargaining agreement for eligibility details.

BENEFITS FOR REGULAR PART-TIME EMPLOYEES

Regular part-time employees who have been referred from an eligibility register by Personnel are eligible for benefits if they meet the following minimum hour requirements set by the County, and negotiated through collective bargaining. Employees participating in an approved job-share position may be subject to a different benefit policy. (See EPP #13 for benefits associated with job-share positions.)

MEDICAL INSURANCE/WELLNESS/EMPLOYEE ASSISTANCE (EAP) - In order to be eligible for coverage, employees must be in a position that is budgeted for medical coverage, and working a minimum of 20 hours per week. Coverage is available for the employee and their eligible dependents.

DENTAL, LIFE, DISABILITY INSURANCE - In order to be eligible for coverage, employees must be in a position that is budgeted for dental, life and disability coverage, and working a minimum of 30 hours per week. Coverage is available for the employee and their eligible dependents, where applicable.

PUBLIC EMPLOYEES RETIREMENT SYSTEM/OREGON PUBLIC SERVICE RETIREMENT PLAN - In order to be eligible for PERS/OPSRP, employees must work in a position that is at least 600 hours per year. Membership begins the first of the month following six full calendar months of employment.

Benefits become effective the first of the month following the completion of two full calendar months of employment unless otherwise specified in the governing contract. Unpaid leave time in excess of two work weeks in a month during the benefit waiting period will cause an extension of an employee’s benefit effective date by one month for every month in which a break occurs.

To facilitate the proper treatment of all part-time employees and to determine benefit plan eligibility, it is essential that the employee be officially compensated on an hourly basis. All Personnel Actions on part-time employees should state the hourly rate of compensation and hours worked on a regular basis.

If there are any questions regarding benefits eligibility or coverage, please contact the Risk & Benefits Division. For inquiries regarding employment of part-time or unallocated (temporary) employees and service accruals please contact the Personnel Division.

INTERNET LINKS

EPP 13 Job Sharing (<http://www.clackamas.us/docs/des/epp13.pdf>)
County Ordinance (<http://www.clackamas.us/docs/code/title2.pdf>)