

PART-TIME EMPLOYEE WORK HOUR RESTRICTIONS

Amended 10/30/06

I. PURPOSE

To establish a limitation on the number of full-time hours a part-time employee is permitted to work.

II. POLICY

A part-time employee is normally limited to 6 hours per day not to exceed 30 hours per week. On a limited basis a part-time employee may work a full day or work overtime as long as the employee understands the overtime or full-time hours are limited. Part-time employees are not allowed to work more than 9 full-time days per month unless the Board of Commissioners has given prior approval. In unique situations a part-time employee may be allowed to work full-time hours up to six months provided prior approval is granted by the Board of Commissioners. This period may be extended by action of the Board of Commissioners.

III. PROCEDURE

If Board Approval is granted for work on more than 9 full-time days, it is the responsibility of the elected or appointed department head to provide written notification to the employee and to the Human Resource Coordinator that more than 9 full-time days are being worked by a part-time employee in a given month. The Human Resources Coordinator shall place a notification in the employee's personnel file explaining that the employee's status as a part-time employee has not been changed and that the full work day/overtime work exceeding 9 full-time days in the month is a temporary circumstance. This notification shall also state that there is no guarantee of full-time or overtime hours in the future.

If Board Approval is granted for temporary full time employment, it is the responsibility of the elected or appointed department head to provide written notification to the part-time employee and to the Human Resource Coordinator that temporary full-time hours/overtime are being worked. The Human Resource Coordinator shall place a notification in the employee's personnel file explaining that the employee's status as a part-time employee has not been changed and that this full time work arrangement is temporary and will not exceed six months. This notification shall also state that there is no guarantee of full-time or overtime hours in the future.