

**TEMPORARY AND PART-TIME EMPLOYEES****POLICY:**

*It is the policy of the Agency to supplement the regular work force with temporary or part-time employees, or other forms of flexible staffing, when needed because of periods of peak work load, employee absences, or other situations as may be determined by management. Other flexible staffing classifications or arrangements may be added as needed.*

- 1) A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period, not to exceed six months.
  - (a) a temporary employee is only paid for the hours actually worked
  - (b) a temporary employee is not eligible for paid absences, holidays, annual leave, and/or sick leave
  - (c) a temporary employee is not eligible for non-statutory benefits of the Agency's benefits
  - (d) a temporary employee whose status changes to full-time employee will be considered as hired on the date of the change to full-time status for purposes of eligibility for annual leave accrual rates
  
- 2) A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal work week for that position. (**See Hours of Work- Section 208.**) Dependent upon the number of hours worked in a workweek, part-time employees will be in one of the following three categories:
  - (a) a part-time employee who averages less than 30 Hours per workweek:  
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    1. is eligible for paid absences, holidays, annual leave, break, and/or sick leave on a prorated basis (i.e., part-time hours relative to full-time hours)
    2. is eligible for the Agency's retirement benefits
    3. and if their status changes to full-time employee they will be considered as hired on the date of their initial employment as part-time for purposes of eligibility for annual leave accrual rates

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