

**HUMAN RESOURCE
POLICIES AND PROCEDURES**



Policy: Part-Time Employment		
Date: October 28, 1998	Revision Date: July 24, 2016	Approved by: Human Resources

I. POLICY STATEMENTS

It is the policy of Eastern Municipal Water District to primarily establish positions on a full-time basis. However, where workloads warrant staffing on a less than full-time basis, the District may establish the normal hours of a new or vacant position on a less than full-time basis before hiring an incumbent. Regular full - time employees wishing to voluntarily work on a part-time basis should refer to the District’s policy regarding Employee Requested Reduced Work Schedule.

II. DEFINITIONS

A. Part-time Employee - the holder of a regular position established by the District on a continuing basis for working hours which are less than the number of hours usual or prescribed for normal regular District employment.

III. PART-TIME EMPLOYEE BENEFITS

Part-time regular employees receive 100 percent of the District’s contribution for health, vision, and dental insurance provided they regularly work the prescribed number of hours per week to qualify. Accruals for Paid Time Off (PTO) and holiday pay are prorated based on the number of hours worked. Eligibility for part-time employment benefits is provided pursuant to MOU Section 4 definition of a "Part Time Employee."

The initial probation period for a part - time employee is completion of twelve (12) consecutive months from the date of hire. PTO and floating holiday accruals become available after the 90th day of employment in accordance with the provisions of the Healthy Workplaces, Healthy Families Act of 2014.

IV. JUSTIFICATION PROCESS

Department Directors wishing to establish a part-time position must complete a Requisition indicating the employment status as part-time, regular.

Provide justification that includes an analysis of the following:

- cost effectiveness
- peak periods of activity
- number of hours to be worked weekly
- alternative staffing arrangements (e.g., temps)
- alternative work load distribution

AUTHORIZED SIGNATURES ON FILE