United States
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4340.1

Part-Time Employment Policies

PART-TIME EMPLOYMENT POLICIES

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FOOD SAFETY AND INSPECTION SERVICE
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PART-TIME EMPLOYMENT POLICIES

PART ONE--BASIC PROVISIONS

I. PURPOSE

This directive:

A. Describes the Federal Employee's Part-Time Career Act of 1978, under which FSIS will provide part-time employment opportunities.

B. Provides guidance on scheduling work, tours of duty, pay classification, leave, holiday pay, and employee benefits.

II. CANCELLATION

Cancel FSIS Directive 4340.1, dated 10/2/81.

III. REASON FOR REISSUANCE

Parts Three and Four have been added to provide a single summary source of information to supervisors and employees on conditions related to part-time employment.

IV. REFERENCES

Federal Employees Part-Time Career Employment Act of 1978, PL 95-437

FSIS Directive 4550.4, Premium Pay Under Title 5, United States Code
FSIS Directive 4551.1, Provisions of the Fair Labor Standards Act (FLSA)
FSIS Directive 4610.2, Flexitime
FSIS Directive 4610.5, Compressed Work Schedules
FSIS Directive 4630.2, Leave
FSIS Directive 4831.2, Retirement
FSIS Directive 4832.1, Social Security and Medicare Coverage

V. FORMS AND ABBREVIATIONS

The following will be used in their shortened form in this directive:

CSRS	Civil Service Retirement System
PD	Personnel Division
SPO	Servicing Personnel Office
T&A	Time and Attendance Report

FSIS Form 4610-2, Application for Change in Tour of Duty
Standard Form (SF) 52, Request for Personnel Action

VI. DEFINITIONS

A. **Part-Time Career Employment.** Employment in the competitive or excepted service under a career or career-conditional appointment with a work schedule of 16 to 32 hours per week.

B. **Full-Time Career Employment.** Employment in the competitive or excepted service under a career or career-conditional appointment with a work schedule of 40 hours or more per week.

C. **Intermittent Employment.** Employment without a regularly scheduled tour of duty.

VII. INQUIRIES CONCERNING THIS DIRECTIVE

Address any inquiries concerning:

A. **Parts Two and Four** to the Employment and Employee Benefits Branch, PD.

B. **Part Three** to the Classification and Organization Branch, PD.

PART TWO--PART-TIME CAREER EMPLOYMENT PROGRAM

I. POLICY

To the extent possible, FSIS will provide part-time employment opportunities to Agency employees who may be unable to work full-time but are available for work from 16 to 32 hours per week. Part-time positions can also be made available for outside recruitment, consistent with Agency needs.

II. SUMMARY OF PROGRAM

The FSIS Part-Time Career Employment Program has been established, consistent with sound management practices and subject to the needs of the Agency, to carry out the provisions of the Federal Employees' Part-Time Career Employment Act of 1978 (Public Law 95-437).

A. The Agency is to provide opportunities for persons desiring part-time jobs at all grade levels up to GS-15 (or equivalent) in all types of jobs, i.e., professional, administrative, technical, clerical, and trades.

B. The Agency is to allow alternatives to persons who need or desire shorter working hours.

C. Through part-time employment, the Agency can show its support for affirmative action programs for women, minorities, and handicapped persons.

D. The Agency benefits as an employer by increasing productivity and job satisfaction while lowering turnover rates and absenteeism.

E. Agency managers have flexibility in meeting work requirements and filling shortages in various occupations.

III. EMPLOYEES ELIGIBLE TO PARTICIPATE

A. **Eligible.**

1. Employees in the competitive service under career or career-conditional appointments, including those serving .a probationary period.

2. Employees in the excepted service, including those serving trial periods unless their appointment carries restrictions or conditions.

B. **Not Eligible.**

1. Employees in the Senior Executive Service.

2. Employees in temporary or intermittent positions.

IV. PROGRAM IMPLEMENTATION

A. The Director, PD, is delegated responsibility for the overall direction of the Program.

B. The SPO's are responsible for:

1. Consulting with interested parties (e.g., Equal Employment Opportunity and Federal Women's Program officials, Handicapped Program coordinators, representatives of employee unions, organizations) concerning the Program.

2. Informing managers, supervisors, and employees on basic rules covering part-time employment and on position management and work assignment techniques that can lead to the most productive use of part-time workers.

3. Maintaining liaison with groups interested in promoting part-time employment opportunities.

4. Monitoring progress in expanding part-time employment opportunities.

5. Preparing reports on part-time employment.

V. PART-TIME EMPLOYMENT PRACTICES

A. Managers and supervisors should review **vacant** positions to see if any can be filled by a part-time employee. The SPO can assist in the review, which should include:

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1. FSIS missions and occupational mix.

2. Work fluctuations.

3. Size of workforce, turnover rate, and employment trends.

4. Potential for improving service to the public.

5. Affirmative action.

6. Geographic dispersion.

7. Current employees' interest in part-time employment.

8. Personnel ceiling and fiscal restraint.

B. Employees should be given the opportunity to request and receive consideration to switch from a full-time to a part-time schedule voluntarily.

+[PART THREE--CONDITIONS OF EMPLOYMENT

I. WORK SCHEDULE/TOUR OF DUTY.

A career part-time employee must have a regularly scheduled tour of duty, set in advance.

A. **Tour of Duty.** A tour consists of the hours of a day and the days of an administrative workweek that constitute an employee's regularly scheduled workweek.

1. The tour of duty for a part-time employee must be no less than 16 and no more than 32 hours per week, except as noted in subparagraph C. The tour of duty for a part-time employee on an alternative work schedule may be set on the basis of from 32 to 64 hours per pay period.

2. Part-time employees having tours of duty over 5 hours in a workday should be granted a 30-minute lunch period.

B. **New or Changed Tour of Duty.** Supervisors may establish a new tour of duty for a part-time employee or temporarily change a current tour to meet" the needs of the office or employee. The change must be made in advance of the administrative workweek in which the change is to occur and must be approved by the supervisor. (Career part-time employees cannot be scheduled for more than 32 hours per week on a permanent basis.)

1. If the change does not affect the total number of scheduled hours in the pay period, document as follows:

a. Document new tour on FSIS Form 4610-2.

b. Show hours on line 1 of the T&A in the "Established Workweek and Hours" block.

2. If the change affects the total number of scheduled hours in the pay period, document as follows:

a. Submit an SF-52 to the SPO.

b. Document new tour on FSQS Form 4610-2.

c. Show hours on line 1 of the T&A in the "Established Workweek and Hours" block.

3. It is an adverse action to reduce a part-time employee's total number of scheduled hours unless the change is at the employee's request or the change is agreed to by the employee. All such voluntary changes must be in writing and require submission of an SF-52 to the SPO.]+

+C. **Exceptions.** An individual employed under any of the following arrangements is excluded from the 16 to 32 hours per week tour of duty provisions of the **Federal** Employees Part-time Career Employment Act of 1978.

1. Part-time employment of less than 16 hours per week. An agency may permit a career employee to perform regularly scheduled work from 1 to 15 hours per week when the agency determines that such a tour of duty is necessary to carry out its mission. Approval by the Director, Personnel Division, is required.

2. Part-time employment begun before April 8, 1979.

3. Mixed tour employment. An agency may schedule an employee to work part-time during a portion of the year and full-time and/or intermittent for the remainder. An employee under a mixed tour is exempt from the 16 to 32 hour per week tour of duty requirement when he or she works no more than 6 pay periods per year on a part-time schedule.

4. Part-time temporary appointments and intermittent employment.

II. PAY AND CLASSIFICATION

A. **Classification.** Classification principles and procedures apply equally to full-time and part-time positions. The grade level of a position is determined by the level of difficulty of work; an employee's work schedule should have no effect on the proper classification of a position.

B. Pay. Basic pay is computed by multiplying the employee's hourly rate of pay by the number of hours worked during the pay period.

C. **Overtime Pay.** Overtime pay or compensatory time off for an eligible part-time employee is provided for work over 8 hours a day or over 40 hours in a week. (See FSIS Directive 4550.4 and FSIS Directive 4551.1.) A part-time employee receives straight-time pay for work which is in excess of scheduled hours but which does not exceed 8 hours per day or 40 hours per week.

D. **Compensatory Overtime for Religious Observances.** With supervisory approval, a part-time employee may elect to perform compensatory overtime work to replace time taken off for religious observances. (See FSIS Directive 4630.2.)

E. **Sunday Pay.** A .part-time employee is not entitled to Sunday premium pay for work on Sundays. (See FSIS Directive 4550.4.)

Ill. LEAVE

Hours in pay status for leave accrual purposes include straight-time and overtime hours up to a total of 80 hours in a pay period. **Leave is charged for all absences during the hours the employee is scheduled to work. All hours of the basic work schedule must be accounted for as either actual work or some leave category.**]+

+[A. **Who Earns Leave.**

1. Employees with temporary appointments for 90 calendar days or more earn annual leave. Employees with temporary appointments limited to less than 90 calendar days do not earn annual leave. If the temporary appointment of an employee not earning annual leave is extended or converted, see FSIS Directive 4630.2 for accrual entitlements.

2. All part-time employees with temporary or permanent appointments earn sick leave. Intermittent employees do not earn annual or sick leave.

B. **Annual Leave.**

1. Accrual Rate. Part-time career employees earn annual leave on a prorated basis for the number of hours they are in a pay status, as shown in the following table. (See FSIS Directive 4630.2 for added details.)

Conditions		Results
If part-time employee had creditable service of . . .		Then 1 hour of leave accrues for each . . .
Up to 3 years	**(Category 4)**	**20 hours in pay status**
3 years to 15 years	**(Category 6)**	**13 hours in pay status**
15 years or more	**(Category 8)**	**10 hours in pay status**

2. **Recording Leave on T&A.** The timekeeper must compute and record in the "Remarks" section of the T&A the number of hours of annual leave the part-time employee has earned for the pay period. This is done by dividing the total hours in pay status (up to 80 a pay period) by the number of hours in pay status required to earn 1 hour of leave, as shown in the above table. The number of times this divides evenly into the **hours in pay status** results in the number of hours of leave with which to credit the employee. Any remainder is carried forward to be used in computing the number of hours of leave earned the next pay period. EXAMPLE:

A part-time employee in the 6-hour category earns 1 hour of annual. leave for every 13 hours worked. The employee has 64 hours in pay status this pay period and has 3 hours in pay status from the previous pay period unapplied toward annual leave. The timekeeper:

a. Adds the total hours in pay status (64) to the unapplied hours brought forward (3), for a total of 67.

b. Divides the total hours (67) by the number of hours in pay status required to earn 1 hour of leave (13).J+

+[c. The part-time employee earned 5 hours of leave which is recorded in the "accrued" block of the T&A with 2 hours to be carried over for the next pay period's computation.,

This information is shown in the "Remarks" section of the employee's T&A as follows:

	Annual Leave
Unapplied hours forward	3
Total hours in pay status this pay period	+ 64
	67
Credited for leave	65
Balance	2

3. **Carryover.** A part-time employee's maximum carryover of annual leave at the end of the leave year is the same as for a ,full-time employee. Part-time employees in the 6 hour leave category do not earn 10 hours of annual leave in the last complete pay period of each calendar year: The 10 hour accrual applies only to full-time employees in the 6 hour category.

C. **Sick Leave.** Part-time employees earn 1 hour of sick leave for every **20 hours of paid status.** The timekeeper must compute and record in the "Remarks" section the number of hours of sick leave earned during the pay period. This is done in the same manner as outlined for accruals of annual leave in subparagraph B. 2.

D. **Other Leave Categories.** A part-time employee is eligible for other leave categories (e.g., absence without leave, leave without pay, court leave, or excused absences) on the same basis as a full-time employee: (See FSIS Directive 4630.2 for added details.)

E. **Military Leave.** An eligible part-time employee accrues military leave prorated on the basis of the tour of duty. The amount is determined by dividing 40 into the employee's regularly scheduled weekly tour and multiplying by 15. There is no provision for charging military leave in increments of less than **one day or** for rounding off a half day to a whole day. There are circumstances where a partial day can be credited for use in the next fiscal year. EXAMPLE:

An employee has a tour of 20 hours a week. Dividing 20 by 40 and multiplying by 15 yields 7 1/2 days. Since only whole days can be taken and charged, the employee would be entitled to take 7 days of military leave for the fiscal year. The extra half day can be carried forward to the next fiscal- year.]+

+[IV. **HOLIDAYS**

A supervisor nay not change a part-time employee's tour of duty for the sole purpose of entitling him or her to holiday pay.

A. **Entitlement.**

1. Apart-time employee is not entitled to be paid for a holiday which falls outside the scheduled tour of duty.

2. If a holiday falls on a day a part-time employee is scheduled to work and:

a. **The employee does not work,** the employee is paid holiday leave for the number of hours scheduled for the day. Apart-time employee is not automatically entitled to 8 hours of holiday leave.

b. **The part-time employee works** during his or her scheduled hours on a holiday, the employee is entitled to holiday premium pay only for those hours scheduled.

B. **In Lieu of Holiday.**

1. **General Rule.** Apart-time employee is not entitled to an "in-lieu of" holiday provided for full-time employees. For the purposes of pay and leave, an "in lieu of" holiday is a day which is to be treated as a holiday instead of a legal public holiday or any other day declared to be a holiday by Federal statute or executive order. EXAMPLE:

A part-time employee's tour of duty is Monday through Friday, 4 hours per day. A holiday falls on a Saturday. Full-time employees with a tour of duty Monday through Friday would have Friday designated as the "in lieu of" holiday. The part-time employee is not entitled to Friday as an "in lieu of" holiday.

2. **Exception.** If, in the above example, the agency or office is closed on Friday due to the "in lieu of" holiday for full-time employees and the part-time employee is prevented from working, then the supervisor should grant the employee administrative leave for the hours scheduled to be worked that day. A part-time employee who works on an "in lieu of" holiday shall be paid straight-time for hours worked up to 8 hours and overtime pay or compensatory time off for work over 8 hours. (See FSIS Directive 4550.4, FSIS r Directive 4551.1, and FSQS Directive 4610.1.)]+

+[PART FOUR--EMPLOYEE BENEFITS

I. RETIREMENT

Retirement benefits and payroll deductions are computed in the same way for all career employees, whether the tour of duty is full-time or part-time. (See FSIS Directive 4832.1 for details.)

II. LIFE INSURANCE

Part-time employees are eligible for enrollment under the Federal Employees Group Life Insurance Program. The amount of insurance for which eligible is based upon the annual earned salary. Apart-time employee's annual salary is determined on the basis of tour of duty hours times the base pay rate. For example, an employee whose tour of duty is 30 hours per week at an hourly salary of $6.66 will earn an annual salary of $10,389. An employee whose annual salary is $8,000 or less will still be eligible for the minimum amount of basic insurance which is $10,000.

III. HEALTH INSURANCE

A. **General Rule.** Part-time employees are eligible to participate in the Federal Employees Health Benefits Program. However, the premium cost to a part-time employee is greater than that of a full-time employee, since the. Government contribution to health insurance premiums is prorated according to the tour of duty hours during the pay period. The part-time employee pays the full employee share of the premium payment as well as an additional amount to cover the reduction of the Government portion. EXAMPLE: An employee working 20 hours a week pays, the full employee premium plus 50 percent of the amount the Government would normally have provided.

B. **Exception.** Part-time employees covered under Part Three, subparagraph I.C., are exempt from the requirement for prorating and receive the full Government contribution to health insurance premiums.]+

IV. SERVICE CREDIT

A. Qualifications. Part-time work is prorated when determining whether an employee meets the experience qualification requirements of positions. Credit is given for the actual amount of time in a pay status (excluding overtime). For example, an employee who worked 20 hours per week during a 1-year period would receive 6 months credit for experience **qualification purposes.]+**

+[B. **Other Requirements.** Part-time employees receive a full year of service credit for each calendar year of employment regardless of tour of duty when computing service for retention, retirement, career tenure, completion of probationary period, within-grade increases, leave accrual rate, and time-in-grade requirements.]+

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