

Part-Time Employees

The College employs many part time staff members on a "less than 40 hours per week basis". The College recognizes the many contributions of part-time staff and considers them to be an important part of our workforce. Part-time staff are subject to the same performance appraisal reviews as other employees and are expected to comply with all of the same rules of conduct.

Employees working more than 1000 hours but less than 1365 hours or a FTE of .5-.66 will be eligible for retirement benefits only. Employees working more than 1,365* hours but less than 2080 hours or an FTE of .67-.99 will be eligible to receive all benefits. Vacation and holiday pay are earned on a prorated basis according to the normal hours worked. Medical insurance, life insurance, disability insurance, tuition waivers, and retirement benefits are provided on the same basis as full-time employees. Read the appropriate benefit section for full details.

*Employees employed as part-time with an FTE of between .5-.66 prior to 01/01/05, will maintain benefit eligibility as long as they maintain the minimum .5 FTE in their current position. If an employee in this provision voluntarily changes positions / departments, the new .67 FTE provision will apply for them to remain benefit eligible.

The determination of 1,365 hour part-time status is made at the end of each benefit year and eligibility requires actual work of 1,365 or more hours during the past benefit year as well as the supervisor's determination of 1,365 + hours to be scheduled during the next benefit year.

Those employees working less than 1,000 hours per benefit year do not qualify for any of the College provided benefits other than those discounts or activity admissions due to the issuance of a staff I.D.