Policy 0515

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Permanent Part-Time and Job Share Employment **Policy Number**: 0515 **Chapter Title**: Employment **Effective Date**: July 1, 2005 **Supersedes Policy Number** 0515 **Dated** April 1, 2004
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

It is the department's intent to provide permanent part-time and job share employment options, in which employees will be eligible to earn benefits, if approved by the district engineer or division leader/state engineer.

DEFINITIONS

Permanent Part-time – a position considered to be needed on an on-going basis (well over one year). It is not seasonal, summer, or emergency.

Job Sharing - two or more part-time employees do the work of one full-time salaried position by sharing hours.

PROVISIONS/REQUIREMENTS

1. It is the responsibility of the immediate supervisor to ensure work assigned in a permanent part-time or shared position is completed satisfactorily, and that the work schedule ensures coverage during normal working hours. Flextime may be used when considered appropriate by the immediate supervisor.

2. If the department determines any form of permanent part-time and job share employment is not cost effective or the arrangement established (number of hours worked or job shared) is not meeting work demands, the arrangement can be altered or terminated.

3. Employees affected by the elimination of such positions may apply for other job vacancies as they become available, and their qualifications will be considered as all other applicants. If external applicants are considered for these vacancies, preference should be given to current employees when qualifications are comparable.

4. Salaried employees are eligible for a combination of full-time and part-time employment. With approval of the immediate supervisor, salaried employees may use a permanent part-time schedule for periods of one month or longer. Leave balances will be maintained (not paid off) for employees who change from a full-time to a part-time schedule.

5. Benefits will be provided as follows:

a. Paid leave such as sick leave, annual leave, and holidays will be provided if the permanent part-time or job share employee is expected to work in excess of 1000 hours annually. Refer to Personnel Policy 3001, “Annual Leave,” and Personnel Policy 3500, “Sick Leave,” to determine the accrual rates and maximum permissible accumulations for annual leave and sick leave.

b. Other paid leave will be granted as shown in the chart below. Other paid leave includes holidays, jury duty, funeral leave, and military leave with pay. With the exception of holidays, this leave will be provided only if leave is necessary when the employee is normally scheduled to work. Holiday pay will normally be recorded as shown in the chart. Exceptions will occur when an employee is in pay status more or fewer hours than normal during a particular pay period.

Hours in Pay Status During Pay Period	Earnings Rate During Pay Period	Hours Allowed Per Holiday in Pay Period
40.0 to 59.75	50%	4.0
60.0 to 79.75	75%	6.0
80.0 or higher	100%	8.0

c. The following benefits will also be provided or made available if the employee is expected to work in excess of 1000 hours annually:

· Retirement
· Health Insurance
· Life Insurance
· Cafeteria Plan
· Deferred Compensation
· Dental and Vision Inusrance (MCHCP)

CROSS REFERENCES

Personnel Policy 3001, “Annual Leave”

Personnel Policy 3500, “Sickness or Injury Leave”

PROCEDURES

0515, Permanent Part-Time and Job Share Employment

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