

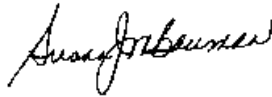
SUBJECT: LESS THAN FULL-TIME EMPLOYMENT

Purpose: Employees in permanent and limited term positions may be certified to less than full-time (i.e., 100%) appointments. The purpose of this Administrative Procedure is to establish standards governing the impact of less than full-time employment status relative to salary, benefits and other employment considerations.

Policy: The policy of the City relative to the administration of less than full-time employment certification shall be:

- ! **SALARY AND BENEFITS:** Shall be prorated consistent with the relationship between certified hours and full-time status (e.g., an employee certified at 50% shall receive half of the benefits accrued by a full-time worker). Proration shall be in 5% increments approximating said relationship. An employee's salary shall be based on hours worked if distinguished from certified hours. Overtime pay and/or compensatory time is not earned until hours qualify under applicable full-time criteria.
- ! **EMPLOYMENT CONSIDERATIONS:** There shall be no proration based on certified hours as it relates to time specific employment events (e.g., "after one year of employment" shall not be adjusted to reflect variance from full-time certification). Accordingly, actions such as completion of a probationary period, step increases, placement on the vacation schedule, etc. shall not be related to less than full-time certification status.
- ! **SENIORITY:** Shall be based on paid hours of service.
- ! **EMPLOYMENT RESTRICTIONS:** Less than full-time employees are normally not eligible for concurrent appointment to multiple City positions and/or classifications. Under extraordinary circumstances, the Mayor in consultation with the Human Resources Director may authorize conditional exceptions to this policy.
- ! **BUDGETARY CONSIDERATIONS:** Increases in certified hours, and/or hours worked in excess of established certification, are subject to budgetary restrictions.
- ! **LEAVE:** Employees receive pro-rated holiday and paid leave for regularly scheduled work time. When these holidays and paid leave days occur outside regularly scheduled work time, they shall be added to the employee's vacation balance.
- ! **ANNUALIZED CERTIFICATION:** Employees placed on an annualized less than full-time certification basis (so designated by the Hiring Authority and the Human Resources Director) shall earn pro-rated benefits, and holiday and paid leave days, throughout the year. Said pro-rated holiday and paid leave days which occur during periods of pre-established seasonal furloughs shall be added to the employee's vacation balance. Although employees are generally precluded from using any form of paid leave or compensatory time during pre-established seasonal furloughs (in order to maintain the appropriate level of certification), the hiring authority may authorize the use of compensatory time or vacation on an exception basis within budgetary restrictions. If an employee terminates during the furlough period (or otherwise fails to return to duty), their last day of employment shall be deemed to be their last scheduled work day. Supervisors must carefully document and communicate furlough parameters. Further, periods of pre-established seasonal furloughs shall neither constitute a break in service nor be construed as a "layoff."

Authority: The Human Resources Director and City Comptroller shall maintain and interpret this policy.



Susan J.M. Bauman
Mayor

APM No. 3-7
September 29, 2000

Original APM dated 6/18/95