

SECTION: Fringe Benefits
 SUBJECT: Compensation for Part-time College Employees
 SOURCE REFERENCE: Board of Trustees Policy 606.01

NUMBER: G/1.1

Fringe Benefits

Compensation for Part-time College Employees

I. Instructors, Counselor, and Librarians

	Fewer than 20 hours/week	20 or more hours but less than full- time
Wage/Salary Schedule	1) Local hourly or other local* 2) Pro-rata D	1) Local hourly or other local* 2) Pro-rata D
Sick Leave	No	No
Personal Leave	No	No
Emergency Leave	No	No
Annual Leave	No	No
Health Insurance	Generally No**	Yes
Retirement	Generally No**	Yes

- A. *Part-time employees should be paid in accordance with qualifications. In other words, a part-time instructor, counselor, or librarian should be evaluated in terms of where he/she would be on the D salary schedule if he/she were a full-time employee, and then it should be computed what compensation the employee would be entitled to if paid pro-rata based on percentage of full-time employment. If the employee is to be paid on a local wage or salary schedule, the employee should still be paid based on qualifications although a local salary schedule need not have the same number of qualification levels as a state schedule.
- B. In no event should a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the C, D, or E salary schedule.
- C. If a College uses a local schedule for a given job title or type of position (for example, instructor), then the same schedule should be used for all part-time employees in similar positions. In other words, all such part-time employees should be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.
- D. **There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

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II. Administrative or Professional Personnel

	Fewer than 20 hours/week	20 or more hours but less than full-time
Wage/Salary Schedule	1)Local hourly or other local* 2)Pro-rata C	1)Local hourly or other local* 2)Pro-rata C
Sick Leave	No	No
Personal Leave	No	No
Emergency Leave	No	No
Annual Leave	No	No
Health Insurance	Generally No**	Yes
Retirement	Generally No**	Yes

- A. *Part-time employees should be paid in accordance with qualifications. In other words, a part-time professional should be evaluated in terms of where he/she would be on the C salary schedule if he/she were a full-time employee, and then it should be computed what compensation the employee would be entitled to if paid pro-rata based on percentage of full-time employment. If the employee is to be paid on a local wage or salary schedule, the employee should still be paid based on qualifications although a local salary schedule need not have the same number of qualification levels as a state schedule.
- B. In no event should a part-time employee be paid a higher wage or salary under a local salary schedule than he/she would be entitled to if paid a pro-rata salary based on the C, D, or E salary schedule.
- C. If a College uses a local schedule for a given job title or type of position (for example, instructor) then the same schedule should be used for all part-time employees in similar positions. In other words, all such part-time employees should be paid in accordance with the same schedule, whether it is a local schedule or a statewide schedule.
- D. **There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a full-time local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.

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III. Support Personnel

Support personnel on Salary Schedule H will be granted leave as outlined below on a prorated basis with a day defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35.

	Fewer than 20 hours/week	20-39 hours per week (Temporary)	20-39 hours per week (Permanent)
Wage/Salary Schedule	1)Local hourly or other local* 2)Pro-rata E or H	H	H
Sick Leave	No	No, 1 st 4 months; Yes, after 4 months	Yes
Personal Leave	No	No, 1 st 4 months; Yes, after 4 months	Yes
Emergency Leave	No	No, 1 st 4 months; Yes, after 4 months	Yes
Annual Leave	No	No, 1 st 4 months; Yes, after 4 months	Yes
Health Insurance	Generally No**	Generally No, ** 1 st 4 months; Yes after 4 months	Yes
Retirement	Generally No**	Generally No, ** 1 st 4 months; Yes, after 4 months	Yes

- A. *Part-time employees should be paid in accordance with qualifications whether on local or statewide schedule although a local salary schedule need not have the same number of qualification levels as a state schedule.
- B. In No event should a part-time employee be paid a higher wage under a local salary schedule than he/she would be entitled to if paid a pro-rata rate or salary under a statewide schedule.
- C. **There will be certain circumstances under which a part-time employee will be eligible to participate in the Teachers' Retirement System and/or be eligible to participate in the Teachers' Retirement System and/or be eligible for health insurance benefits. One example would be a case in which a fulltime local high school employee is working part-time at a College. It would be advisable to consult with the TRS in any instance in which a part-time employee has other education employment experience.