

POLICY TITLE: Temporary Assignment of Permanent Part-time Employees and Benefits

ADOPTION/LAST REVISION: 1-11-00

A. Purpose

Permanent part-time employees (as defined in policy 4.130) are occasionally assigned additional hours for an extended period of time. The purpose of this policy is to define the resultant benefits to the employee during an extended change in hours. Extended change in hours is defined here as those that exceed three weeks in a calendar month with increased hours scheduled on a regular, weekly basis.

B. Assigned hours

When additional hours are assigned, the employee shall be informed as to the amount of time assigned per week and the anticipated number of weeks the appointment shall be effective.

C. Benefits

When the appointment exceeds three weeks during any calendar month, the employee shall accumulate vacation and sick leave at the new FTE rate for the full month. The Library shall also pay the pro rata share of group insurance costs (see policy 4.560) according to the new FTE equivalency during the assigned period.

D. Compensation

The temporary assumption of additional duties and responsibilities for six workweeks or less represents an opportunity for development, job enrichment, and preparation for possible future promotional opportunities. As such, no employee will be granted any increase in per-hour compensation for any temporary extension of work duties of six workweeks or less duration. As each case may be quite different, with some assignments actually to positions below the employee's current pay range, any extensions beyond six weeks shall be dealt with on a case by case basis.

Any person temporarily assigned duties or job obligations of a position in a lower pay range shall remain at their current pay rate.

Reference: Library Policy 4.130 Types of Appointment
Library Policy 4.560 Group Insurance Program