

SERVICE ACCRUALS PART-TIME AND UNALLOCATED (TEMPORARY) EMPLOYEES

PURPOSE: To provide part-time and temporary employees with a summary of benefits and service accruals.

SCOPE: This policy applies to regular part-time and unallocated (temporary) employees.

POLICY STATEMENT: If/when an employee is eligible, time toward salary increases, longevity increases, sick leave and vacation will accrue during months in which the employee is working half-time or greater, or in a paid status, for at least eleven (11) working days, prorated for nonstandard work schedules. County policy with respect to part-time employees is contained in the Personnel Ordinance, contracts with various employee benefit providers, and current collective bargaining agreements. The summary contained in this document is general in nature.

REGULAR PART-TIME EMPLOYEES, GREATER THAN OR EQUAL TO HALF-TIME

These employees shall accrue vacation, sick leave, holiday pay and seniority in a prorated amount of that which would be accrued under full-time employment, calculated based on full-time equivalency. Eligibility for salary increases follows the same policy as full-time employees. The employee's first salary increase date will occur on the first of the month following six full months of employment and annually thereafter, unless an alternative step schedule is provided in the applicable collective bargaining agreement.

Eligibility for higher vacation accruals for those employees on the service accrual vacation plan (not vacation sell back plan) and longevity levels for part-time employees is calculated based on the employee's service date. Every month in which a part-time employee works half-time or greater shall count toward the service date used for the service accrual vacation plan and longevity accrual levels.

REGULAR PART-TIME EMPLOYEES, LESS THAN HALF-TIME

Regular part-time employees (referred from an eligibility list) working less than half-time do not receive service accruals such as seniority, vacation and longevity. These employees shall accrue sick leave at the rate of one (1) hour per thirty (30) hours worked. These employees are eligible for salary increases which may advance them through the pay range on the same basis as full-time employees. The exception is members of Employees' Association who receive salary increases every two years and may be eligible for the Paid Time Off bank. Please see the collective bargaining agreement for eligibility details.

UNALLOCATED (TEMPORARY) EMPLOYEES

Unallocated (temporary) employees do not receive service accruals such as seniority, vacation,

and longevity, except for Employees' Association members who may be eligible for the Paid Time Off bank. Unallocated employees shall accrue sick leave at the rate of one (1) hour per thirty (30) hours worked. An unallocated employee who is hired as a probationary/regular employee, will not have any time credited toward accruals or waiting periods for service in an "unallocated (temporary)" or "provisional" status. Other temporary employees do not earn paid leave time except in the rare circumstances of being retained past bargained employment timelines. Please see the collective bargaining agreement for eligibility details.

If there are any questions regarding or employment of part-time or unallocated (temporary) employees and service accruals please contact the Department of Employee Services.

INTERNET LINKS

EPP 13 Job Sharing <http://www.clackamas.us/des/documents/epp/epp13.pdf>
County Ordinance <http://www.clackamas.us/code/documents/title2.pdf>