

	Part-Time Hourly Employment		
Human Resources	Administrative Procedure TBD	Page 1 of 2	June 2005

1.0 Part-Time Hourly Employment Procedure Objective

Employment in part-time hourly positions shall adhere to the broad principles dealt with under the Community College Act of 1967, as amended, and other applicable state law including statutes dealing with employment of non-permanent positions and staff. A continuing effort is made to follow uniform application of these principles and statutes.

- 1.1 Part-time Hourly Positions Defined: part-time hourly positions are non-permanent hourly assignments that are not otherwise covered by the State of Washington Department of Personnel’s classification system.
- 1.2 Assignment Limitations: Part-time hourly positions are exempt from the Higher Education Personnel rules and must work 1050 hours or less in any twelve (12) consecutive month period from either the original date of hire of the incumbent or October 1, 1989, whichever is later. The length of employment and the number of hours worked per week are undetermined and may be continued or terminated based on funding, workload fluctuations, etc. There is no contract or guarantee of continued employment.

2.0 Determining Eligibility Status

Part-time Hourly positions are either “ineligible” or “eligible” based upon the following definitions:

- 2.1 Ineligible: Ineligible part-time hourly positions are scheduled to work 1050 hours or less in any twelve (12) consecutive month period starting from either the incumbent’s original date of hire or October 1, 1989, whichever is later. Further, ineligible positions are:
 - 2.1.1 Ineligible for PERS Retirement membership if the position does not normally require at least 70 or more hours per month for at least five or more months during a 12-month period beginning September 1st and running through the following August 31st (all hours worked are considered for this criteria); and
 - 2.1.2 Nonpermanent employees are ineligible for PEBB insurance benefits if assigned to work less than half-time, or, work more than half-time but for less than six consecutive months. For this purpose half-time is considered to be 87 hours per month.
- 2.2 Eligible: Eligible part-time hourly positions are scheduled to work 1050 hours or less in any twelve (12) consecutive month period starting from either the incumbent’s original date of hire or October 1, 1989, whichever is later. Further, eligible positions are:
 - 2.2.1 Eligible for membership in PERS Retirement when the position normally requires at least 70 or more hours per month for at least five or more months each year during a 12-month period beginning September 1st and running through the following August 31st.
 - 2.2.2 Assigned to work half-time or more (exceeds 87 hours per month) for more than six consecutive months. Such positions become eligible for PEBB insurance benefits on the first day of the seventh month.

- 2.2.3 Part-time hourly (AD) and Adjunct non-teaching faculty hourly (AH) assignments worked for any department at Columbia Basin College must be combined to determine whether total hours worked meet the criteria for eligibility.

3.0 Eligibility Implementation

Once a part-time hourly position has been determined eligible under the criteria established by this procedure, state regulations require that the incumbent of the position be enrolled in appropriate employment benefits.

- 3.1 Eligibility Qualification: Eligible part-time hourly positions become eligible for benefits in one of two ways:
 - 3.1.1 By acknowledgement that the position will exceed the eligibility standards as established at which time, the incumbent of the position becomes eligible for benefit enrollment.
 - 3.1.2 By exceeding the eligibility standards outlined above, at which time the incumbent of the position becomes eligible for benefit enrollment.
- 3.2 Eligibility Implementation: The benefits office will enroll the employee in PEBB insurance and/or PERS Retirement benefits when eligible. The employer cost of benefits will be charged to the department budget. Eligibility is determined by the position an employee occupies, not by the employee. Once eligible, the position remains eligible regardless of the incumbent.
- 3.3 On-Going Eligibility: It is an unfair practice as defined by Chapter 49.44 RCW for a public employer to:
 - 3.3.1 Misclassify an employee to avoid providing or continuing to provide employment-based benefits, or
 - 3.3.2 Include language in a contract with an employee that requires the employee to forgo employment-based benefits.
 - 3.3.3 Consistent with this statute, no eligible position may be converted to an ineligible position once the position has become eligible. An eligible position may be eliminated at any time by management right, but it may not be reestablished at a later time in violation of this statute.

4.0 Position Eligibility Worksheet for Part-time Hourly Positions

The appropriate employment form must be completed to determine eligibility status. This form must be completed by the supervisor/appropriate administrator and signed by the incumbent to be assigned to the position. Annual re-certification of eligibility status must also be submitted as requested by the Human Resources Office.