



## **Board Policy 431: Part-time Employees**

### **Personnel**

Part-time employees are eligible for certain employee benefits, prorated to their full-time equivalency, as defined below.

- Non-faculty personnel who are employed on a seventy-five to ninety-nine percent basis receive vacation, sick leave, and holidays (vacation, sick leave and holidays hours accrued apply only for active months of employed-part-year employees).
- Part-time non-faculty personnel who are employed less than seventy-five percent of a full-time basis are not eligible for benefits.
- Actively employed non-faculty personnel prior to July 1, 2015 will maintain benefit eligibility at half-time status. Once benefits are waived, eligibility is waived. Benefit eligibility for employees hired July 1, 2015 and after will be at a .75 FTE status or higher.
- Faculty employed on a fifty to ninety-nine percent basis receive personal days, sick leave and holidays. Part-time faculty who are employed less than fifty percent of a full-time basis are not eligible for benefits.
- COBRA provisions apply in the event of changes in employee and employee dependent status.

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Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

August 9, 2023; November 8, 2017; June 10, 2015; December 8, 2010; March 13, 2002; December 9, 1987