

<p>U.S. DEPARTMENT OF EDUCATION</p> <p>PERSONNEL MANUAL INSTRUCTION</p>	<p>PMI : <u>312-2</u></p> <p>DATE : <u>May 11, 1981</u></p> <p>APPROVED :</p> <p><u>Lois E. Hartman</u> DIRECTOR, HUMAN RESOURCES GROUP 6/22</p>
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SUBJECT: PART-TIME EMPLOYMENT PROGRAM

I. POLICY

It is the policy of this Department to provide employment opportunities for workers seeking part-time employment consistent with the mission and objectives of the Department. There are many work situations where help is needed but which cannot justify the employment of additional full-time staff. The use of part-time employees in such situations can result in the effective and productive use of human resources .

II. APPLICABILITY

This Instruction supplements FPM Chapter 312, Appendix B, and set forth The policies and guidelines on the use of part-time employment. This Instruction applies to permanent employment with a regularly scheduled tour of duty not in excess of 32 hours per week. (Persons may continue to be hired for a part-time employment of more than 32 hours per week, but such persons are not considered as being employed under the part-time employment program). Part-time employment is subject to the "derived" or "other" ceiling which is established and administered by the Office of Management and Budget .

III. RESPONSIBILITIES

- A. Assistant Secretaries and Regional Program Officials are responsible for giving leadership with their respective organizations in exploring possibilities for increasing part-time employment opportunities.
- B. Managers and supervisors are responsible for reviewing the operation of their organization and for using additional permanent part-time workers where appropriate.
- C. Servicing personnel offices are responsible for providing advice and assistance to managers and supervisors on position design and other aspects of part-time employment and for helping to advise employees on rights and benefits as part-time employees.

- D. Persons involved in allocation and managing employment ceilings and funds are responsible for insuring maximum utilization opportunities for permanent part-time employees .

IV. GENERAL REQUIREMENTS

- A. The utilization of a part-time position is at a manager's discretion. The decision to utilize a part-time position must be based on sound management principles and in the best interest of economy and efficiency of the Federal government.
- B. Right and Benefits of Permanent Part-time Employees
 - 1. Employees with a regularly schedule tour of duty earn leave on a prorated basis, according to the number of hours worked.
 - 2. Employees receive holidays off with pay, only if they are regularly scheduled to work on the day on which the holiday falls.
 - 3. Waiting periods for within-grade increases are based on calendar weeks of service, regardless of the number of hours worked each week. Therefore, part-time works receive the same service credit as full-time employees for within-grade purposes.
 - 4. For time-in-grade restrictions on advancement, service is credited based on calendar weeks of service, regardless of the number of hours worked each week. However, for meeting requirements for qualification, part-time work is prorated according to the qualifications, part-time work is prorated according to the percentage of the full-time schedule.
 - 5. Part-time employees are eligible for participation in the health benefits, life insurance and retirement programs to the same extent as their full-time counterparts.
 - 6. In reduction-in-force and adverse action situations, part-time employees have the same overall protection and appeal rights as full-time employees, except in reduction in force situations part-time employees would be in a separate competitive level from full-time employees.
- C. Part-time employees are not prohibited from seeking full-time

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employment opportunities. If the organization has a need for a full-time employee or a vacancy in a full-time position and the employee meets the basic requirements for the job, the employee could be selected and placed in the position.

- D. Recruitment for part-time positions is to be conducted on the same principles of merit as recruitment for full-time positions.
- E. Part-time employees can be hired against vacancies in the "derived" or "other" ceiling as well as against the full-time permanent ceiling. Hiring against the "derived" or "other" ceiling, however, permits one position to be split between more than one employee.

V. REPORTS

The Personnel Systems, Planning and Evaluation Division will provide a periodic statistical report to servicing personnel offices to assist in the monitoring of efforts to increase the use of permanent part-time employees. Servicing personnel offices will be requested to submit other information as necessary to evaluate the utilization of part-time workers.