



# POLICY STATEMENT

Policy Statement 340.1  
Policy Area: Human Resources  
Effective Date: **NOV 23 2007**  
Approved: *Paul A. Quander, Jr.*  
Paul A. Quander, Jr., Director

## PART-TIME CAREER EMPLOYMENT

### I. COVERAGE

This Directive applies to all Court Services and Offender Supervision Agency (“CSOSA” or “Agency”) components, managers, supervisors, and employees, except the CSOSA Director and Deputy Director, General Counsel, Chief Information Officer, and Associate Directors. This Policy Statement does not apply to the Pretrial Services Agency.

### II. BACKGROUND

To support the public safety mission of the Agency, CSOSA must maintain a productive, quality workforce. The Agency’s part-time employment program furthers CSOSA’s mission objectives and supports its workforce by tapping into a valuable resource of qualified and productive individuals who require or prefer a schedule of hours less than a standard workweek of 40 hours.

CSOSA recognizes that different stages of an employee’s working life bring different responsibilities and demands, both personally and professionally. Part-time work and job sharing are available tools that can promote career flexibility and can produce beneficial results for employees and the Agency. Although part-time employment is not an entitlement or a right, CSOSA supports the goals of promoting flexible career opportunities in the interest of meeting the agency’s mission goals.

### III. POLICY

This Policy Statement establishes a CSOSA Part-Time Career Employment Program in accordance with Federal statutory requirements governing part-time employment. Federal agencies are required by statute to establish and maintain a part-time career employment program. 5 U.S.C. §§ 3401-3408.

The statute and regulations provide for career part-time employment opportunities in positions through the GS-15 level or equivalent. A part-time schedule may be used when an employee requests such scheduling and such request can be accommodated without adversely affecting the organization’s accomplishment of its mission.

#### **IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS**

##### A. Authorities

Section 11233 of the National Capital Revitalization and Self-Government Improvement Act of 1997, Pub. Law 105-33, 111 Stat. 748, codified at D.C. Official Code § 24-133.

Family Medical Leave Act (FMLA) of 1993, Pub. Law 103-3, 5 U.S.C. §§ 6381-6387.

Federal Employees Family Friendly Leave Act (FEFFLA) of 1997, Pub. Law 103-388, 5 U.S. C. §§ 6301-6391.

5 U.S.C., Chapters 34 Part-Time Career Employment Opportunities, and 61 Subchapter II, Compressed Part-Time Schedules.

5 C.F.R. Part 340, Other Than Full-Time Career Employment

5 C.F.R. Part 771, Agency Administrative Grievance System.

##### B. Supersedures

None

##### C. Procedural References

Office of Personnel Management (OPM) Part-Time Employment and Job Sharing Guide

##### D. Attachments

Appendix A. Definitions

Appendix B. Responsibilities

Appendix C. General Procedures

Appendix D. Part-time and Job Sharing Request Form

## **APPENDIX A DEFINITIONS**

**First Line Supervisor** – the lowest level management official with the authority to assign work and direct employees (e.g., a Supervisory Community Supervision Officer).

**Job Sharing** - Job sharing is a form of part-time employment in which the schedules of two or more part-time employees are arranged to cover the duties of a single full-time position. Typically, a job sharing team means two employees at the same grade level, but other arrangements are possible. Job sharers are subject to the same personnel policies as other part-time employees. Job sharing does not necessarily mean that each job sharer works half-time, or that the total number of hours is 40 per week. To meet the needs of the office or the employee, an agency may temporarily or permanently change the total hours of a part-time employee. However, generally part-timers have schedules within the 16 to 32 hours-per-week range required by law.

**Manager** – a management official who customarily and regularly directs the work of other supervisors.

**Part-Time Career Employment** – A part-time employee has a career or career-conditional appointment (or a permanent appointment in the excepted service), works between 16 and 32 hours each week (or between 32 and 64 hours during a biweekly pay period) on a prearranged schedule, and is eligible for benefits. Part-time permanent employees are eligible, on a prorated basis, for the same benefits as full-time employees: leave, retirement, Thrift Savings Plan (TSP), and health and life insurance coverage.

## **APPENDIX B RESPONSIBILITIES**

### A. Director

The Director or designee is responsible for final approval of the Part-Time Career Employment Program policies and procedures for all components of CSOSA.

### B. Associate Director for Human Resources

The Associate Director for Human Resources is responsible for providing guidance on the Part-Time Career Employment Program policy.

### C. Senior Level Managers

Senior Level Managers (Deputy Director, Associate Directors, General Counsel and Chief Information Officer or equivalent) are responsible for final decisions as to the scheduling of part-time jobs in their organizational components in accordance with established laws, policies and procedures.

### D. First Line Supervisors and/or Managers

First Line Supervisors (and other supervisors/managers in the supervisory chain, where applicable) are responsible for: (1) reviewing and making decisions on employee scheduling requests, (2) ensuring that employees comply with administrative requirements, and (3) ensuring that productivity, office coverage and public service responsibilities are met.

### E. Employees

Employees are responsible for familiarizing themselves with the provisions of this Policy Statement and for ensuring that they continue to meet their productivity, office coverage, and public service responsibilities. Employees are also required to make arrangements to attend staff meetings and other special events when so directed by the supervisor, regardless of schedules.

## **APPENDIX C GENERAL PROCEDURES**

### **A. Types of Part-Time Jobs**

Part-time employment can occur across occupational fields, pay plans, and grade levels. There is no law or regulation that limits part-time employment to specific jobs or grade levels. Any job may be filled by a part-time employee or a team of job sharers when the arrangement meets the needs of the organization and the employees.

### **B. Part-Time and Job Sharing Request Procedures**

#### **(1) Employees**

- (a) To apply for part-time employment, an employee(s) must meet with the first line supervisor and submit a written request on the Part-Time and Job Sharing Request Form (Appendix D) requesting a fixed work schedule. The fixed schedule includes the days and hours the employee(s) requests to work, the specific number of work hours requested, and details of the requested work arrangement.
- (b) Contact the Office of Human Resources (OHR) for guidance regarding the Part-time Career Employment Program.

#### **(2) First Line Supervisors and Managers**

- (a) First Line Supervisor meets with the employee(s) who is requesting a part-time or job sharing work arrangement to discuss and/or develop the request.
- (b) First Line Supervisor (and other supervisors/managers in the supervisory chain, where applicable) either recommends or declines the request (with explanation) through supervisory channels to the component's Senior Level Manager.
- (c) Senior Level Manager approves, modifies, or declines (with explanation) the employee request. (Employee appeals of the Senior Level Manager's decision are subject to Human Resources Directive (HRD) 771.1, Conflict Resolution Procedure Policy, or the collective bargaining agreement, as applicable.)
- (d) Senior Level Managers and First Line Supervisors contact the OHR for guidance regarding the Part-time Career Employment Program and for help evaluating employee requests.

### C. Job Sharing Agreement

Job sharing is a particular part-time arrangement that must be worked out between the supervisor/manager and the participants. At one end of the job sharing spectrum is a complete division of duties between two people who have little or no interaction with one another. At the other end, the two people are jointly responsible for every responsibility and function. Most arrangements may fall somewhere in between, with the job sharers individually responsible for certain aspects of the job and jointly responsible for others.

To determine the arrangement for a particular job share, the supervisor -- with assistance from OHR -- will examine the position description and the job sharers' individual skills to determine how tasks of the job will be shared and what methods of communication will be used, and to establish individual and joint responsibility for the position. The supervisor may also assess a joint proposal from the individual job sharers. Each job sharing arrangement will be specific to the particular job and to the individuals sharing the position.

Typically, a job sharing arrangement is proposed by the individual employees who wish to share a position. However, in certain instances, management may choose to identify, designate, and recruit for a job sharing position when such an arrangement is advantageous to accomplishing the mission of the organization. In such cases, management will determine the desired job sharing elements to suit the needs of the office, and will recruit accordingly to hire candidates to fulfill the particular requirements of the arrangement.

To clarify the participants' understanding of the job sharing responsibilities and as a good management practice, the decisions regarding the arrangement are to be set forth in a Job Sharing Agreement that details the method of sharing the job. The Agreement format may be based on the proposal requested by the job sharers showing the supervisor's concurrence, or it may be formatted as a document describing details of the arrangement and signed by the supervisor and the employees. The supervisor, job sharers, and OHR should retain a copy.

(As the situation arises, contact the OHR for guidance regarding the specific elements of a Job Sharing Agreement.)

### D. Part-Time and Job Sharing Flexibilities

The needs of the office are paramount when considering any job sharing or part-time schedule. Every such arrangement depends on the availability of budget resources, work hour ceilings (full-time equivalent -- FTE), workspace and equipment. Within this context, however, considerable flexibility is allowed to determine how the work

week will be divided (in the case of Job Sharing), and to achieve a successful arrangement. For example, work hours of a job sharing team may be the same or different and may overlap, and the combined hours in a work week may total 40 hours or more or less. Generally, however, a CSOSA job sharing arrangement should not exceed 80 hours per pay period. (A job sharing request for an arrangement with total hours of more than 80 hours per pay period -- more than one FTE -- is subject to prior approval through the budget process.) Work schedules may be comprised of such optional elements as split days, alternate days or weeks, and flexible and/or telecommuting work schedules. (See Policy Statement 610.4 Alternate Work Schedule Program, and Human Resources Directive 610.6, Telecommuting Program.) All job sharing arrangements must be in writing (Job Sharing Agreement), and must meet supervisory approval.

#### E. Changes to Part-Time Work Schedules

##### (1) Indefinite Changes to Part-Time Work Schedule

A supervisor may request that a part-time employee indefinitely increase his or her work hours to meet operational needs, but may not require that the employee do so. Decreases in work hours may be made only at the request of the employee, unless made through appropriate formal procedures such as a reduction-in-force.

##### (2) Temporary Changes to Part-Time Work Schedule

Temporary changes in work hours (either total hours worked or the arrival or departure time) may be made informally by mutual agreement of a supervisor and employee. Such changes may be made as a time card transaction if the change is for two pay periods or less. Changes for longer periods require a Request for Personnel Action form (SF-52).

#### F. Benefits

Part-time employees under permanent appointments are eligible, on a prorated basis, for the same benefits as full-time employees: leave, retirement, Thrift Savings Plan (TSP), and health and life insurance coverage.

#### G. Leave and Holidays

##### (1) Prorated Annual and Sick Leave

(a) Employees earn annual and sick leave on a prorated basis depending on the number of hours worked per pay period. An employee with less than 3 years of service earns 1 hour of annual leave for each 20 hours worked; an

employee with 3 but less than 15 years of service earns 1 hour for each 13 hours worked; and an employee with 15 or more years of service earns 1 hour for each 10 hours worked.

- (b) Part-time employees earn 1 hour of sick leave for each 20 hours worked. Part-time employees are also eligible for other kinds of leave and are covered by the rules governing the Family and Medical Leave Act of 1993 and the Federal Employees Family-Friendly Leave Act.

## (2) Holidays

If a holiday falls on a day the employee usually works, the employee is paid for the number of hours he or she was scheduled to work, not to exceed 8 hours, except for an employee on a compressed work schedule. (See 5 U.S.C. Chapter 61, Subchapter II regarding compressed part-time schedules.) A part-time employee is not entitled to a holiday which falls on a day the employee is not normally scheduled to work.

## H. Retirement

- (1) Retirement annuities are based on an employee's length of service and the highest annual base pay received for any three consecutive years. However, the annuity calculation for certain periods of part-time service may be prorated to reflect the difference between full-time and part-time service (i.e., resulting in a reduced annuity for part-time workers based on fewer hours worked). CSOSA employees who are considering a change to a part-time work schedule should obtain an estimate of their retirement benefits from the OHR.
- (2) Each year of part-time service counts as one full year toward the length of service requirement. (See Appendix C, Section M, below).

## I. Thrift Savings Plan

TSP agency matching payments continue for Federal Employees Retirement System (FERS) employees working less than full-time schedules under CSOSA's Part-time Career Employment Program. A part-time FERS employee will continue to receive 1) Agency Automatic (1%) Contributions, the automatic contributions the Agency pays into FERS TSP accounts in an amount equal to one percent of the employee's basic pay each pay period, and 2) Agency Matching Contributions up to five percent of pay that a FERS TSP participating employee contributes to his or her TSP account each pay period. (For more information regarding TSP, contact the Office of Human Resources and visit the TSP website online at [www.tsp.gov](http://www.tsp.gov).)



#### J. Health Insurance

Part-time employees who participate in the Federal Employees Health Benefits Program (FEHBP) receive the same coverage as full-time employees, but pay a greater percentage of the premium because the Government's share is prorated based on the number of hours the employee is scheduled to work each week. For example, an employee on a 20-hour-per-week schedule receives one-half the Government contribution towards the premium.

#### K. Life Insurance

A part-time employee is eligible to participate in the Federal Employees Group Life Insurance Program (FEGLI). The amount of insurance for which an employee is eligible is based on the part-time employee's annual salary applicable to his or her tour of duty.

#### L. Qualification Determinations

Part-time work is prorated for determining qualification requirements. For example, an employee who works 20 hours a week would receive credit for 6 months of experience at the end of 12 months of work.

#### M. Service Credit

A part-time employee earns a full year of service for each calendar year worked (regardless of schedule) for the purpose of computing dates for the following:

- Retirement eligibility;
- Career tenure;
- Completion of probationary period;
- Within-grade pay increases;
- Change in leave category; and
- Time-in-grade restrictions on advancement.

#### N. Personnel Ceilings

Regarding the administration of applicable personnel ceilings, regular non-overtime hours worked by part-time employees count toward an agency's full-time equivalent work year personnel ceiling. A part-time position counts as a fraction or percentage of a full-time job, which is determined by dividing 40 hours into the average number of hours of the employee's regularly scheduled workweek. For example, an employee who works 24 hours a week is counted as 0.6 FTE.

O. Limitations

- (1) The agency shall not abolish any position occupied by an employee in order to make the duties of such position available to be performed on a part-time career employment basis.
- (2) Any person who is employed on a full-time basis shall not be required to accept part-time employment as a condition of continued employment.

P. Part-Time Positions Posted

Positions designated as part-time or job-sharing opportunities will be noted as such on the vacancy announcements posted for the positions.



# Court Services and Offender Supervision Agency

## APPENDIX D PART-TIME and JOB SHARING REQUEST FORM

### Part 1 - Employee completes this section

**Name:**

**Date of Request:**

**Job Title/Grade:**

**Organizational Component:**

1. Specify the proposed part-time or job sharing arrangement including the proposed schedule, total hours per pay period and the proposed duration of the work arrangement.
2. How will your proposed schedule sustain or enhance your ability -- and your organization's ability -- to get the job done?
3. If applicable, describe any additional equipment/expense that your arrangement might require.
4. What duties and responsibilities will you perform?

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part 2 – First-line Supervisor completes this section - Evaluating the request**

**3. First-line Supervisor's Recommendation:**

Approve as requested       Modify and approve       Decline

Recommended beginning date (if approved): \_\_\_\_\_

If your recommendation is to modify or decline the request, please provide your reason(s):

**First-line Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part 3 – Senior Level Manager’s Decision**

Approved as requested     Modified and approved     Declined

If the request is modified or declined, please provide your reason(s):

**Senior Level Manager’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Beginning Date:** \_\_\_\_\_

*Upon completion of this form, one signed copy should be given to the employee, one copy to the employee’s Time and Attendance Clerk, one copy forwarded to the Office of Human Resources, and the original should be retained in the files of the requesting component’s Senior Level Manager.*