

## **Part-Time Employment**

*A part-time employee is an individual who is only paid for the hours actually worked, and is not eligible for health benefits, paid absences, holidays, retirement benefits, unemployment benefits, annual leave, and/or sick leave.*

### **I. Work hours**

A. Part-time employees are required to work a minimum of 20 hours per week and a maximum of 30 hours per week.

B. Part-time employees may not work less than the required 20 hours per week. There will be no allowances except in the case of sickness and/or family emergency.

C. Part-time employees may work for more than 30 hours per week for a temporary period of time, if the employee is agreeable to work the increased hours and depending on the needs of the organization.

D. Part-time employees are allowed to take a paid lunch break if they work 8 hours in one day. The break must be one-hour long and the part-time employee must be relieved from his/her desk or work area for the lunch break.

E. Part-time employees may schedule unpaid vacation time of no more than 40 hours per year. Vacation must be planned and approved in advance by management and the Executive Director at least one month in advance.

### **II. Pay**

A. Part-time employees may receive pay increases no more frequently than once a year. The specific amount of increase and exceptions to the frequency will be considered for such reasons as equity, merit, or change in the level of responsibilities.