

STOCKTON UNIVERSITY



PROCEDURE

Part-Time Employment of Staff Members

Procedure Administrator: Associate VP for Human Resources

Authority: N.J.S.A. 18A:64-8; N.J.A.C. 4A:1-1.1 et seq.; N.J.S.A. 34:11-56a et seq.)

Effective Date: November 7, 1974; February 3, 1975; May 30, 2009; October 1, 2010; December 29, 2018

Index Cross-References:

Procedure File Number: 6104

Approved By: Harvey Kesselman, President

This procedure sets forth the process to be followed when hiring individuals for part-time staff positions.

Permanent Part-Time Position - An individual may be employed on a part-time basis to fill a permanent budgeted position. In the case of a classified title, the individual must meet the qualifications of the position and be eligible to take the appropriate Civil Service examination for that title. Unclassified appointments must meet the required qualifications of the position.

All permanent part-time employees are compensated through the regular payroll on a pro-rated basis. Likewise, pension contributions, vacation, sick leave and administrative leave are determined on a prorated basis. The State of New Jersey allows part-time employees to enroll in the State Health Benefits Program, Chapter 172 coverage, provided the employee is a member of a State-administered retirement system. The employee is required to pay the full cost of the coverage.

Temporary Part-Time Employees - In situations where a part-time employee is needed for a specific period of time or to complete a particular assignment, an individual may be hired on a temporary basis and is considered "at will".

Although temporary part-time employees are not subject to Civil Service procedures, they should meet the basic requirements of the title.

Temporary part-time employees are usually paid on an hourly or daily basis through the regular payroll. Temporary part-time employees are not eligible for Health Benefits, Pension, Vacation, Administrative Leave, Holidays, etc.

Temporary Part Time Employees are eligible for leave under the Paid Sick Leave Act, effective October 29, 2018. Temporary part time employees will accrue sick leave time at a rate of 1 hour for every 30 hours worked, however, 40 hours of earned sick leave will be the maximum number of hours for accrual, use, or carry forward per benefit year. Existing employees will begin to accrue leave on the effective date of the Act. New hires will begin to accrue leave on the date of hire, however, new hires are subject to a 120-calendar-day waiting period before use of accrued leave. After the 120-day waiting period, new hires may use leave as soon as it is accrued.

Payment - Temporary employment service, including position number, rate of pay, and purpose of employment, must be approved by the hiring Department Manager. Completed forms I-9 and W-4 must be provided to the Payroll Office for all new employees.

Review History:

| | Date |
|----------------------------------|------------|
| Associate VP for Human Resources | 12/04/2018 |
| General Counsel | 12/19/2018 |
| Cabinet | 12/19/2018 |
| President | 12/29/2018 |