



HR Related Policies & Procedures

Eff. Date: October 22, 2004

Revised:



FSU-HRPP 04:02

Part-Time Employment

COVERED EMPLOYEES

- Part-Time employees.

Note: This policy is applicable to all part-time employees (non-“Student Employees”) of Ferris State University. Departments hiring (or extending) a part-time position(s) must comply with the hiring process and procedures outlined in the Hiring Policy and the FSU Hiring Process Manual. Part-time employees are “at-will” employees whose employment can be ended by the University or the employee at any time, with or without notice, reason or cause.

<http://www.ferris.edu/htmls/administration/trustees/boardpolicy/6sub6-0.htm>

BOT POLICY

Sec. 6-001 (1) Part-Time Employee. An individual who is hired to work a regular schedule of not more than 32 hours in a work week.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

I. Work Hours

- A. Part-time employees may work a maximum of 32 hours per week for the University. Note: If a part-time employee is working for more than one University department, the combined hours worked may not exceed 32 hours per week.
- B. With prior approval from Human Resources (HR), a part-time employee may be scheduled to work more than 32 hours per week for a temporary period of time. The part-time employee must be agreeable to work the increased hours. The department must send a request to work more than 32 hours per week to HR prior to the schedule change. The request must include:

1. The reason for the need for increased hours, and
2. The specific dates the employee will work more than 32 hours per week.

HR will notify the department of their decision.

C. Although not required by law, University practice is to allow for an unpaid lunch break for part-time employees who work an 8 hour day. Work schedules will vary by department, but an unpaid lunch break must be at least 30 minutes in length and the part-time employee must be relieved from his/her desk or work area for the lunch break.

II. Pay

A. Part-time employees may receive pay increases no more frequently than once a year, and at a percentage rate no higher than increases given to current University non-bargaining unit, full-time employees. Exceptions to the frequency and amount of increase will be considered for such reasons as equity, merit or change in the level of responsibilities. An exception must first be approved by HR and then by the divisional vice president. The exception request must include:

1. The date and amount of the pay increase, and
2. Detailed justification why the part-time employee should receive a higher percentage increase and/or receive the increase outside of the year requirement.

B. Pay for part-time positions should reflect factors such as levels of responsibility of the position and the education, experience, skills, abilities, etc. required to perform those responsibilities. A pay rate is not determined by the qualifications the employee may have, but the qualification required to perform the position's responsibilities.

C. Pay ranges for the various part-time position types/titles are listed below. This table serves as a guide in determining the appropriate salary.

Title	Definition	Pay Range
Part-time Clerical	Part-time positions that perform clerical-type work, of varying degrees of difficulty.	\$5.75-\$13.00 per hour
Part-time Faculty	Part-time faculty positions in all of the various colleges of the University including 1-semester part-time, 1-semester full-time, substitutes, off-campus, part-time non-credit producing supplemental faculty, and part-time clinical associates.	Consult current Academic Affairs policies, Academic Affairs Office, and/or appropriate college Dean's office for current faculty pay rates.
Part-time Professional	Part-time administrative or executive (non-faculty) positions that require specialized experience, training, skills,	\$20.00-\$75.00 per hour or \$455 or more per week

	and/or abilities, and/or an advanced degree. Examples: Optometrist, Physician, Lawyer, Counselor, Engineer, Architect, Consultant, Program Director, Director.	
Part-time Service	Part-time positions requiring limited training or limited previous experience. Examples: Event ticket-takers, food service positions, maintenance positions, cleaning positions, bus driver, recreation and fitness positions.	\$5.75-\$14.00 per hour
Part-time Skilled Trades	Part-time manual labor positions requiring relatively high skill levels and a thorough and comprehensive knowledge of the processes involved in the position. Examples: Plumber, Carpenter, Electrician.	\$15.00-\$40.00 per hour
Part-time Support Professionals	Part-time positions requiring a relatively high skill level and a thorough and comprehensive knowledge about the processes involved in the position which can be obtained through two to four years of post high school education or through equivalent on-the-job training. Examples: Specialist, Coordinator, Program Coordinator, Accountant, Coach, Child-care workers, Admissions Officer, Writer.	\$7.00-\$20.00 per hour
Part-time Technicians	Part-time positions dealing with technology or health services requiring a relatively high skill level and a thorough and comprehensive knowledge of processes involved in the position. Examples: Programmer, Graphic Designer, Technician, Technology Coordinator/Administrator, Lab Technician, Clinical Technician, Dietician.	\$10.00-\$50.00 per hour

D. Part-time positions with lower levels of responsibility and requiring lower education, experience, skills, etc. must start at the low end of the range and those with higher levels of responsibility and requiring higher education, experience, skills, etc. may start at the higher end of the range.

E. It is recommended that departments work with HR to determine an appropriate rate whenever there is any uncertainty. University part-time

positions should be paid equitably to other FSU part-time positions of similar responsibilities, titles, and types. Department budgets will not be a factor in determining appropriate pay rates.

- F. Higher salaries may be paid to highly skilled specialists, professionals, etc. and off-campus positions to reflect local labor markets. When the pay rate exceeds the above list, vice presidential approval is required.

III. Benefits

- A. Part-time employees are eligible for free parking, participation in tax shelter annuities, and other benefits as required by law or as offered by the University.

RESPONSIBILITY

Supervisor: Departments are required to adhere to this policy. If exceptions warrant, the exception procedures detailed above must be followed.

Refer Questions To: *Human Resources*