

Human Resources Policy & Procedures

Effective Date: 9/26/2022

FSU-HRPP 2022:09

Replaces HRPP 2014:01

Part-Time Employment

Covered Employees

- Part-time Employees

Note: Bargaining unit employees are covered by the terms and agreements of the collective bargaining unit agreement (CBA). Please refer to the CBA for details.

I. Board of Trustees Policy

- a. [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.

II. Definitions:

- Employee – A person employed for wages, salary, or other forms of compensation by the University, whether on or off-campus or online.
- Part-time – An individual who is hired to work a regular schedule of not more than 28 hours in a work week.
- Continuing Employee – An individual who is employed on a part-time or full-time continuing basis.
- Temporary Employee – An individual who is employed on a part-time or full-time basis whose assignment is for a specific, temporary, period of time.

- Administrative Employees – Employees who are in full-time, non-teaching, non-bargaining, unit positions, who have the title of Provost, Vice President, Associate Vice President, Assistant Vice President, Chancellor, Vice Chancellor, President of the University’s Kendall College or Art & Design, Chief Diversity Officer, Dean, Associate Dean, Assistant Dean, Department Head, Director, Assistant Director, Associate Director, Program Director, General Counsel, Deputy General Counsel, Assistant General Counsel, Assistant to the President, Executive Secretary to the President, Secretary to the Board of Trustees, Coach, and Hall Director.
- At-Will - An employee may terminate his/her employment at any time with or without notice, and with or without reason. Similarly, the University has the same right to end an employee’s employment with the University with or without notice and with or without reason.
- Bargaining Unit Employees – Employees who are employed in recognized bargaining unit position as defined in an applicable bargain unit agreement between the University and a recognized Ferris State University bargaining unit.

III. Human Resource Policy

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 who may work a regular schedule of not more than 28 hours in a work week.

IV. Guidelines and Procedures

- Part-time employees may work a maximum of 28 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 28 hours per week.
- With prior approval from Human Resources (HR), a part-time employee may be scheduled to work more than 28 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 28 hours per week to HR prior to the schedule change. The request must include:
 - The reason for the need for increased hours, and
 - The specific dates the employee will work more than 28 hours per week.
 - HR will notify the department of their decision.
- 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.
- Pay

- i. 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.
 1. Exceptions to the frequency and amount of increase will be considered for such reasons as equity, merit or change in the level of responsibilities.
 2. An exception must first be approved by HR and then by the divisional vice president. The exception request must include:
 - a. The date and amount of the pay increase, and
 - b. Detailed justification why the part-time employee should receive a higher percentage increase and/or receive the increase outside of the year requirement.
- ii. Pay ranges for the various part-time position types/titles are listed in the section below. The table serves as a guide in determining the appropriate salary.
- iii. 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. Note: A pay rate is not determined by the qualifications the employee may have, but the qualification required to perform the position's responsibilities.
- iv. 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.
- v. It is expected 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 or funding sources will not be a factor in determining appropriate pay rates.
- vi. 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, HR and vice-presidential approval is required.
- vii. Any requests to pay higher the rates listed below must be approved by the Associate Vice President of Human Resources and the divisional vice president prior to the job posting.

V. Other related policies, procedures, forms, and/or resources

Salary Table

Title	Definition	Pay Range
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Part-time Clerical	Part-time positions that perform clerical-type work, of varying degrees of difficulty.	Minimum wage to \$15.27 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, and/or abilities, and/or an advanced degree. Examples: Optometrist, Physician, Lawyer, Counselor, Engineer, Architect, Consultant, Program Director, Director.	\$23.50 to \$88.00 per hour or \$684 or more per week.
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.	Minimum wage to \$16.44 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.	\$17.62 to \$46.98 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.	Minimum wage to \$23.49 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.	\$11.74 to \$58.72 per hour

VI. Contacts

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VII. History

Approved by: Approving authority
Approved on: Date
Review Cycle: Annual (As Needed)