Part-time Employment

Summary/Purpose: Guidelines are given for a person employed on a part-time basis, including who approves the hourly rate of pay for non-faculty and who does not qualify for membership in benefit programs.

A person employed on an approved part-time assignment with an irregular work schedule shall be paid at an hourly rate.

Staff members employed less than one-half time and/or less than 4½ months are not eligible for benefits.

Faculty members employed less than one-half time are not eligible for benefits. Faculty members employed at least half time and appointed to a semester assignment are eligible for benefits.