



Office of Human Resource Management
Washington, DC 20590

Date: July 31, 2002

SUBJECT: Interim Policy on Part-Time Employment

FROM:

A handwritten signature in black ink, reading "Nancy Q. Raum". The signature is written in a cursive style with a large initial "N".

**Nancy Q. Raum
Deputy Director
Office of Human Resource Management**

Attached please find our interim policy on Part-Time Employment. It clarifies that the temporary or permanent change in schedule may be less than 16 hours a week or more than 32.

If you have any questions concerning this interim policy, please contact Jan Karicher on (571) 227-2828.



**US DEPARTMENT OF TRANSPORTATION
TRANSPORTATION SECURITY ADMINISTRATION
HUMAN RESOURCE MANAGEMENT POLICY MANUAL**

HRM LETTER NO. 300 - 1

DATE: July 29, 2002

SUBJECT: Interim Policy on Part-Time Employment

1. Coverage

The provisions of this letter apply to all employees of the Transportation Security Administration who work less than a full-time (40 hour a week) schedule.

2. Part-Time Employment Defined

A part-time TSA employee has a permanent or temporary appointment in the excepted service, and generally works between 16 and 32 hours each week (or between 32 and 64 hours a pay period), on a prearranged schedule determined by management. Part-time permanent employees, and some temporary employees depending on the duration of the appointment, are eligible, on a prorated basis, for the same benefits as full-time employees: leave, retirement, and health and life insurance coverage.

To meet the needs of the office, TSA management may temporarily or permanently change the total hours of a part-time employee to less than 16 hours or more than 32. However, in the majority of cases, part-timers should have schedules within the 16 to 32 hours-per-week range.

Part time employees may be assigned to split shifts during the same day, but in no instance may an individual shift be less than two hours.

3. Identifying Part-Time Positions

There is nothing that limits part-time employment to specific jobs or pay bands. In fact, a part-time employee may fill any job when the arrangement meets the needs of the organization.

4. Appointments and Other Personnel Actions

Appointment procedures for part-time employees are the same as for comparable full-time employees. Management must process individual personnel actions for each; for example, an SF-50, Notification of Personnel Action, would be issued to appoint or promote each part-time employee. The personnel action appointing the individual, and any subsequent personnel actions changing the individual's tour of duty, must reflect the total number of hours per week

in the employee's tour, broken down by days of the week and hours of the day – such as; Monday, Wednesday and Friday, 8:30 a.m. to 12:30 p.m.

5. Leave and Holidays

Employees earn annual and sick leave on a prorated basis depending on the number of hours worked per pay period. An employee with less than 3 years of service earns 1 hour of annual leave for each 20 hours in pay status; with 3 but less than 15 years of service, the employee earns 1 hour for each 13 hours in pay status; and with 15 or more years of service the employee earns 1 hour for each 10 hours in pay status. Part-time employees earn 1 hour of sick leave for each 20 hours in pay status.

If a holiday falls on a day the employee normally works, the employee is paid for the number of hours he or she was scheduled to work, not to exceed 8 hours. If the employee works on a holiday, he or she is entitled to holiday premium pay for all "non-over time" hours worked. A part-time employee is not entitled to a holiday that falls on a day the employee is not normally scheduled to work.

6. Benefits

a. Retirement:

Retirement annuities are based on an employee's length of service and the highest annual base pay received for any three consecutive years. Each year of part-time service counts as one full year toward the length of service requirement. However, the annuity calculation for periods of part-time service is prorated to reflect the difference between full-time and part-time service.

b. Health Insurance:

Part-time employees who participate in the Federal Employees Health Benefits Program receive the same coverage as full-time employees but pay a greater percentage of the premium because the Government's share is prorated based on the number of hours the employee is *scheduled* to work each week -- the fewer hours an employee is scheduled to work, the higher his or her share of the health benefits contribution. For example, an employee on a 20-hour-per-week schedule receives one-half the Government contribution towards the premium.

c. Life Insurance:

A part-time employee is eligible to participate in the Federal Employees Group Life Insurance Program. The amount of insurance for which an employee is eligible is based on the part-time employee's annual salary applicable to his or her tour of duty.

7. Qualifications Determinations

Part-time work is prorated for determining qualification requirements. For example, an employee who works 20 hours a week would receive credit for 6 months of experience at the end of 12 months of work.

8. Pay

Gross pay is computed by multiplying the employee's hourly rate of basic pay by the number of hours worked during the pay period. Overtime rates apply only to the hours in excess of 8

hours in a day or 40-hours in a week. Non-overtime hours above those normally scheduled are paid at the basic rate of pay.

9. Reduction in Force

In a reduction in force (RIF), part-time employees compete separately from full-time employees. A part-time employee can compete only for other part-time jobs and has no assignment rights to full-time positions. Similarly, a full-time employee has assignment rights only to full-time positions and cannot displace a part-time employee.

10. Adverse and Performance Based Actions

Part-time employees have the same rights as full-time employees when disciplinary actions or performance-based actions are taken against them. Adverse and/or performance-based actions include suspensions, removals, furloughs, and reductions in grade. (A reduction in scheduled hours is not subject to adverse action procedures.)

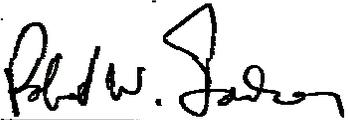
11. Service Credit

A part-time employee earns a full year of service for each calendar year worked (regardless of schedule) for the purpose of computing dates for the following:

- Retirement eligibility;
- Tenure;
- Completion of probationary period;
- Change in leave category; and
- Time-in-grade restrictions on advancement.

12. Scheduling Work Hours

Specific work schedules depend on the nature of the job and the needs of the office. The number of scheduled hours each employee works depends on the needs of the particular position and the resources available as determined by the appropriate manager.



Robert W. Gardner
Associate Under Secretary for
Finance and Administration

Filing Instructions: File with HRM 300 Letters, Bulletins and Guidance

Distribution: TSA affiliated HR Offices, Associate Under Secretaries, Office Directors

POC: TSAHR/Jan Karicher/571-227-2828