

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 106.08
SUBJECT: WAGE AND SALARY PLAN	INITIAL EFFECTIVE DATE: 05/06/86
TITLE: REGULAR PART-TIME EMPLOYEES	LAST REVISION DATE:

POLICY STATEMENT:

The City of Denton allows an employee to have two part-time positions as long as the scheduled hours of work are not in conflict. The status of an employee with two part-time positions will remain part-time. No part-time employee is eligible for benefits that exceed that of a full-time position.

ADMINISTRATIVE PROCEDURES:

I. DEFINITIONS

- A. *Regular part-time employees* are employees budgeted to work less than forty (40) hours per week.
- B. *Half-time regular part-time employees* are employees who are budgeted to work at least twenty (20) hours but less than thirty (30) hours per week.
- C. *Three-quarter time regular part-time employees* are employees who are budgeted to work at least thirty (30) hours per week but less than forty (40) hours.

II. PRIMARY EMPLOYER

- A. The position the part-time employee is hired in first is considered the primary employer. Regular part-time employees may apply for a second part-time position within the City only with a recommendation of the primary employer. The primary employer will be responsible for maintaining all records for the regular part-time employee.
 - 1. Status sheets - pay records
 - 2. Payroll time worksheets and pay checks
 - 3. Allocation and transfer of charges
- B. The secondary employer must coordinate rate of pay, hours of work, and any other relevant information with the primary employer.

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- C. Overtime worked will be paid when the combined hours worked exceed forty (40) hours per week. The primary and secondary employer will pay for actual hours worked and the employer(s) causing the total hours to go over forty (40) hours per week will pay overtime. The decision as to who pays if the employee works more than forty (40) hours per week depends on:
1. If one position required the overtime, causing the total hours to go over forty (40) hours per week, then that position pays.
 2. If both positions required equal amount of overtime causing the total hours to go over forty (40) hours per week, then it is divided evenly.
 3. If one position required less than its budgeted hours (usually 20) and the other position required more than its budgeted hours plus overtime, then the position requiring the extra hours pays for actual plus overtime for total hours over forty (40).

III. BENEFITS FOR PART-TIME EMPLOYEES

For policies and procedures pertaining to *benefits* for part-time employees refer to Policies 107.01-107.99 "Employee Benefits and Services."