

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT:	PART-TIME EMPLOYMENT
POLICY NUMBER:	HR-44
EFFECTIVE DATE:	July 1996
SUPERSEDES:	N/A
LAST REVISION DATE:	August 2007

DEFINITION:

- I. For the purpose of this policy, a part-time employee is defined as a Serenity Behavioral Health Systems (SBHS) employee in the classified or unclassified service who works less than forty (40) hours a week.

GENERAL:

- I. Unless otherwise noted in SBHS policies, part-time employees are subject to the same terms and conditions of employment, rules, policies and procedures as full-time employees.

NOTE: Employees in the unclassified service are not covered by the Rules of the State Personnel Board and serve at the discretion of the Agency.

LEAVE/HOLIDAYS:

- I. Part-time employees who work twenty (20) hours or more per week are eligible for leave benefits and holidays.

SBHS GRIEVANCE PROCEDURE:

- I. Classified part-time employees whose employment averages twenty (20) hours or more per week may use the SBHS Grievance Procedure for Classified Employees, Policy #HR-13.1. Unclassified part-time employees whose employment averages twenty (20) hours or more per week may use the SBHS Grievance Procedure for Unclassified Employees, Policy #HR-13.02.

HEALTH INSURANCE, FLEXIBLE AND OTHER BENEFIT PROGRAMS:

- I. Regularly paid part-time employees who work a minimum of thirty (30) hours a week and whose positions have been established for at least nine (9) months are eligible for benefit programs. Employees who desire information on these programs should contact their Human Resource Office.

SUBJECT: Part-time Employment

Policy #HR-44

Page 2 of 2

RETIREMENT BENEFITS:

- I. Part-time employees who work thirty-five (35) or more hours per week for a minimum of (9) months of a year are required by law to participate in the Employees' Retirement System. Employees remain contributing members even if the hours per week fall below thirty-five (35) as long as the employment is continuous.

- II. Retired SBHS employees who return to work on a part-time basis are exempt from membership requirements in the Employees' Retirement System and in the Georgia Defined Contribution Plan.

APPROVAL SECTION:

Chief Executive Officer

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date