



PROCEDURE

Part-Time Employment of Staff Members

Procedure Administrator: Associate Vice President for Human Resources
Authority: N.J.S.A. 18A:64-8; N.J.A.C. 4A:1-1.1 et seq.; N.J.S.A. 34:11-56a et seq.)
Effective Date: November 7, 1974; February 3, 1975; May 30, 2009; October 1, 2010;
December 29, 2018; April 15, 2022
Index Cross-References:
Procedure File Number: 6104
Approved By: Dr. Harvey Kesselman, President

This procedure sets forth the process to follow when hiring individuals for part-time staff positions.

Permanent Part-Time Position - An individual may be employed on a part-time basis to fill a permanent budgeted position. In the case of a classified title, the individual must meet the qualifications of the position and be eligible to take the appropriate Civil Service examination for that title. Unclassified appointments must meet the required qualifications of the position.

All permanent part-time employees are compensated through the regular payroll on a prorated basis. Likewise, pension contributions, vacation, sick leave and administrative leave are determined on a prorated basis. The State of New Jersey allows part-time employees to enroll in the State Health Benefits Program, Chapter 172 coverage, provided the employee is a member of a State-administered retirement system. The employee is required to pay the full cost of the coverage.

Temporary Part-Time Employees - In instances where a part-time employee is needed for a specific period of time or to complete a particular assignment, an individual may be hired on a temporary basis and is considered "at will" and cannot work more than 944 hours in a calendar year.

Although temporary part-time employees are not subject to Civil Service procedures, they should meet the basic qualifications of the title.

Temporary part-time employees are usually paid on an hourly or daily basis through the regular payroll. Temporary part-time employees are not eligible for Health Benefits, Pension, Vacation, Administrative Leave, Holidays, etc. However, they may be eligible to participate in the voluntary retirement savings programs. Employees should contact the Office of Human Resources for more information,

Temporary part-time employees are eligible for leave under the Paid Sick Leave Act, effective October 29, 2018. Temporary part-time employees will accrue sick leave time at a rate of 1 hour for every 30 hours worked. However, 40 hours of earned sick leave will be the maximum number of hours for accrual, use, or carry forward per benefit year.

Payment - Temporary employment service, including a position number, rate of pay, and

purpose of employment, must be reviewed by the Office of Human Resources and approved by the Divisional Executive or their designee. Completed I-9 forms must be verified within three business days of an employee's start date. A W4 is completed during the onboarding process. Both forms must be provided to the Payroll Office for all new employees.

Review History:

	Date
Procedure Administrator	02/16/2022
Divisional Executive	03/01/2022
General Counsel	03/28/2022
Cabinet	04/14/2022
President	04/15/2022