

ARTICLE 11

Part-Time Employment

Section 1 General

- A. The Agency recognizes that part-time employment provides Management with the flexibility to meet work requirements and provides a benefit to employees who require or prefer shorter hours.
- B. For the purpose of this Article, part-time employees are those who are employed in permanent positions with a pre-scheduled tour of duty from sixteen (16) to thirty-two (32) hours per week.

Section 2 Procedures

- A. The Agency will consider employee requests to work part-time, including job-sharing requests.
- B. Employee requests for part-time employment must be made in writing to the employee's first line supervisor.
- C. The Agency will give fair and objective consideration to the employee's request for part-time employment and grant or deny such requests based on the Agency's need for the employee's services, the availability of resources and the impact on the efficiency of the service. A factor to be considered by the Agency will be reasonable evidence of a significant hardship in an employee's life which could be relieved in whole or in part by a change to part-time status. However, hardship is not the only reason that a change to part-time work may be granted.
- D. Requests will normally be approved or disapproved within thirty (30) days of receipt by the employee's first line supervisor.
- E. Where such a request is rejected, the reasons for rejection will be explained in writing to the employee. Consideration of a request must be consistent with workload and ceiling requirements and the needs of the position currently occupied.
- F. Prior to submission of a part-time request, employees should request, and the Agency agrees to supply, information concerning the impact of the conversion from full-time to part-time employment in the areas of retirement, reduction-in-force, health and life insurance, promotion, and step-increases. This does not preclude employees from requesting and receiving such information at other times.

Section 3 Involuntary Reassignment

No employees will be involuntarily reassigned from a full-time position to a part-time position unless a reduction-in-force or adverse action procedures are followed. Before reduction-in-force procedures are taken, the Agency will determine if any qualified employees would voluntarily take a part-time position.

Section 4 Other

A change in an employee's part-time status (including altering his/her work schedule) will not be used in-lieu of disciplinary or adverse actions.