



Summary of Regular Part-time Staff Benefits

Hours and Duration of Work

Part-time staff are regularly employed, work less than 32 hours but at least 20 hours during the normal workweek, and are employed at least nine (9) months each year.

Regular part-time staff are assigned to a regular work schedule when employed. If approved by the supervisor, some flexibility in the starting and ending work time may be adjusted as operational need allows. If a part-time employee works a fluctuating schedule, they may be a temporary on-call employee. Questions about appropriate status should be directed to Human Resources.

Pay Provisions

Regular, part-time non-exempt staff members are paid on a bi-weekly basis.

Regular, part-time exempt staff members are paid on a monthly basis.

Eligibility for Benefits

Paid Vacation Benefits: On June 1 of each year, an employee receives an annual amount of vacation for use during the fiscal year. If an employee has a service anniversary during the fiscal year, the annual vacation amount for the corresponding year of service will be effective June 1, prior to the anniversary date. Regular part-time staff will receive annual vacation on a pro-rated basis. The amount is based on the number of regularly scheduled hours and is reflected as a percentage of a regular full-time schedule. Please refer to the attached vacation schedule.

Example

In the following example a 12 month, non-exempt employee has less than three years of service and works 25 hours per week:

25 hours divided by 40 hours = 62.5% x 80 hours = 50 hours available for the fiscal year.

Staff members in non-exempt positions report vacation usage on their time card, electronic or hard copy.

For staff members in an exempt position, vacation usage is reported to the HR designate in the department.

Employees Hired After June 1

Eligible employees hired after June 1 will receive prorated vacation amounts for use during the first year of employment.

Personal Day: Two (2) personal days are provided each fiscal year to be used on or before May 31 and must be taken as a full day (based on your regularly scheduled workday).

A note about time-off benefits: Unused vacation and personal time cannot be carried over from one fiscal year to the next and is not paid out at the end of employment.

Paid Holiday Benefits: If a holiday falls on a scheduled workday, the individual's pay will be based on the normally scheduled number of work hours for that day. Unless you are on approved vacation or an excused absence, you are expected to work all scheduled hours, both the day before and day after the holiday to be eligible for holiday pay. If a holiday falls on a nonscheduled workday, you will not receive pay for that day.

TIAA-CREF Retirement Benefits: Eligibility for TIAA-CREF retirement benefits is provided following the completion of one (1) year of service effective June 1, 2006, without a break in service. Eligibility to participate is based on 1000 hours or more of service during any 12-consecutive calendar month period commencing with your date of employment, or any anniversary date.

Records Responsibility

For staff members in a non-exempt position, time cards will need to be submitted to Payroll on a weekly basis using an hourly pay rate. Vacation and personal day usage should be reported on the time card.

For staff members in an exempt position, vacation and personal day usage should be reported to the HR designate in the department by the 1st of each following month.

This benefit summary has been compiled by Drake Human Resources department. While the information in this summary is believed to be accurate, it is not the controlling determination of benefit entitlements. Actual benefits will be determined in accordance with governing benefit plan provisions. Based on employment data and/or other plan provisions, participation date may differ from eligibility date for certain benefits.