

CCS Administrative Procedure

2.10.04-C Part-Time Hourly Employment

Implementing Board Policy [2.10.04](#)

Contact: Employee Compensation, 434-5285

1.0 Purpose

Employment of part-time hourly positions shall adhere to the broad principles covered by applicable state laws and statutes covering employment of non-permanent positions and staff. A continuing effort is made to follow uniform application of these principles and statutes.

2.0 Limitations and Requirements

- 2.1 Part-time Hourly Positions Defined: Part-time hourly positions are non-permanent hourly assignments not otherwise covered by the Office of the State HR Director's classification system.
- 2.2 Assignment Limitations: Part-time hourly positions are exempt from the Higher Education Personnel rules and must work 1050 hours or less in any twelve (12) consecutive month period from either the original date of hire of the incumbent or October 1, 1989, whichever is later. The length of employment and the number of hours worked per week are undetermined and may be continued or terminated based on funding, workload fluctuations, etc. Part-time Hourly positions are considered to be in an at-will employment status; there is no contract or guarantee of continued employment.

3.0 Determining Eligibility Status

Part-time hourly positions are funded to work 1050 hours or less in any twelve (12) consecutive month period starting from either the incumbent's original date of hire or October 1, 1989, whichever is later. Further, part-time hourly positions are:

- 3.1 Eligible for membership in PERS retirement when the position normally requires at least 70 or more hours per month for at least five or more months each year during a 12-month period beginning September 1st, and running through the following August 31st.
- 3.2 Assigned to work 480 hours or more in any rolling six (6) consecutive month period with at least 8 hours within each month. For employees employed on or since July 1, 2009, such positions meeting these criteria become eligible for PEBB insurance benefits.
- 3.3 Part-time hourly (AD) and Adjunct faculty hourly (AH) non-instructional assignments worked for any department at CCS must be combined to determine whether total hours worked meet the criteria for eligibility.

4.0 Eligibility Implementation

Once a part-time hourly position has been determined eligible under the criteria established by this procedure, state regulations require that the incumbent of the position be enrolled in appropriate employment benefits.

- 4.1 Eligibility Qualification: Eligible part-time hourly positions become eligible for benefits in one of two ways:
 - 4.1.1 By acknowledgement that the position will exceed the eligibility standards as established at which time the incumbent of the position becomes eligible for benefit enrollment.
 - 4.1.2 By exceeding the eligibility standards outlined above, at which time the incumbent of the position becomes eligible for benefit enrollment.

- 4.2 Insurance coverage begins on the first day of the month following the date of employment or eligibility, or the first day of the month if the date of employment is the first working day of the month.
- 4.3 Eligibility Implementation: The benefits office will enroll the employee in PEBB insurance and/or PERS retirement benefits when eligible. The employer cost of benefits will be charged to the department budget.
- 4.3.1 PERS Retirement Benefits. Eligibility is determined by the position an employee occupies, not by the employee. Once eligible, the position remains eligible regardless of the incumbent.
- 4.3.2 PEBB Insurance. Eligibility is determined by the employee **and** the expectations for the position. Once eligible, the employee must have eight (8) or more hours in pay status during a month to maintain eligibility.
- 4.3.3 Health benefits are not transferrable to another position within CCS or another state agency unless both positions are PEBB eligible. In other words, eligibility for PEBB benefits are terminated when an employee moves to an ineligible PEBB position.
- 4.4 Ongoing Eligibility: It is an unfair practice as defined by Chapter [49.44 RCW](#) for a public employer to:
- 4.4.1 Misclassify an employee to avoid providing or continuing to provide employment-based benefits, or
- 4.4.2 Include language in a contract with an employee that requires the employee to forgo employment-based benefits.

5.0 Position Eligibility Worksheet for Part-time Hourly Positions

The appropriate employment form must be completed to determine eligibility status. This form must be completed by the supervisor.

- 5.1 Annual re-certification of eligibility status will be initiated by the Employment Compensation Office.
- 5.2 Total available funding for the position must be determined at the time of position approval or upon modification to an existing position.
- 5.3 The position work schedule shall reflect a schedule that can be met within the available position funding.

6.0 Related Resources

- 6.1 Part-time Hourly Eligibility Worksheet, [CCS #1663](#)
- 6.2 [Part-time Hourly Evaluation Review Process Flowchart](#)
- 6.3 Chapter [49.44 RCW](#) Violations – prohibited practices
- 6.4 Chapter [182-12 WAC](#) Health Care Authority – Eligible and noneligible employees