

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : TEMPORARY/PART-TIME EMPLOYMENT – NON-REPRESENTED EMPLOYEES

Policy Number : 04-02-09
Issue Date : 07/20/2007
Revision Date :

I PURPOSE

The purpose of this policy is to state the policy for the employment of part-time employees and temporary workers.

II APPLICABILITY

This policy applies to all non-represented positions in NFTA/NFT Metro.

III DEFINITIONS

A. Temporary Worker - A temporary worker is one used to perform work for a limited period of time, generally not to exceed 6 months. A temporary worker may work up to 40 hours per week.

B. Part-Time Employee - A part time employee is a permanent employee who regularly works 30 hours or less per week.

IV POLICY

A. Temporary Workers

Managers, with the approval and assistance of the Human Resources Department, may decide to use temporary workers on a project basis, to substitute for employees on leave or when the workload exceeds the ability of the normal staff to accomplish the work on a timely and quality basis. Temporary assignments are limited to a maximum duration of 6 months.

Temporary workers can be hired by NFTA/NFT Metro, or engaged through an approved temporary employment agency. Temporary workers retained through an employment agency remain employees of the agency and do not become employees of NFTA/NFT Metro. However, they are expected to comply with all company policies and rules, including those on discrimination, dress code, drug testing, etc. To the extent that an employee of a temporary employment agency is entitled to leave under the Family and Medical Leave Act, NFTA/NFT Metro will cooperate with the agency in complying with the FMLA, but will request that the agency supply a substitute, qualified temporary worker when required. Temporary workers may be held to a higher standard due to the limited duration of their assignment. For example, a temporary worker who is not on FMLA leave and who fails to report to work for two days may be terminated.

B. Part-Time Employees

In rare situations, certain full-time, permanent positions may be converted to part-time positions, while still performing the duties necessary to the position. This conversion must result in salary/fringe savings. The following steps should be followed whenever a part-time position is created or when converting a full-time position to part-time:

The Department Manager must recommend and fully justify how key job duties of a full time position can be economically performed on a part-time basis. This recommendation should include expected duration, work schedule, and salary.

The conversion should provide quantifiable economic advantage to the Authority and is not justified based on being a convenience to an employee.

The expectation is that this policy will be used very rarely and will be based strictly on the merits of each particular case.

Use of this policy and inclusion/exclusion of positions is at the sole discretion of the Authority and does not confer any right of an employee to work on a part-time basis.

Final approval authority rests with the Executive Director.

V BENEFITS

Temporary workers will receive no benefits, except those required by law.

Employees whose positions are reduced to part time are eligible to receive medical, dental, and optical insurance, but are required to pay a percentage of the premium based upon the number of hours regularly worked in the part time position. Sick leave and vacation will be accrued proportionately based on hours regularly worked. Personal leave allotment and holiday pay will be pro-rated based on hours regularly worked.