

# Intradistrict Communication

DATE: August 3, 2016

TO: All Principals, Directors and Supervisors

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SUBJECT: Reminder: Maximum Hours Part-Time Employees May Work

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Part-time employees in the District work a variety of schedules and hours throughout the year. There have been concerns regarding retirement eligibility for these employees. This guideline will define the maximum number of hours each part-time employee may work.

It is each supervisor's responsibility to ensure the part-time employees do not work more hours than allowed each year. Payroll and Human Resources will be conducting frequent audits to ensure compliance. If an employee exceeds his/her allowed hours, he/she will be required to reduce his/her hours for the remainder of the school year, or in some cases, will not be allowed to work the balance of the school year. The school or department may be responsible to pay for any retirement costs associated with a part-time employee exceeding allowed hours.

## Time Keeping

### True Time

Currently, all part-time employees use True Time to document actual hours worked.

### Timesheets

Under limited circumstances, a timesheet may be used to document specific events or additional hours worked.

The employee must be compensated for time worked and True Time or the timesheet must accurately reflect this. You must not modify hours worked and you must not ask an employee to modify hours worked on True Time or a timesheet unless a time entry error has occurred. Inaccurate reporting of time will be considered a falsification of payroll records. If an employee is exceeding hours, the employee should be provided warnings not to exceed approved hours.

## Retirement Hours

Part-time employees may not exceed 17 hours per week except in unusual circumstances. Current District policy provides benefits to employees scheduled to work 30 or more hours per week.

### Budgets

Schools have multiple budgets to pay for employees. For example, pool hours, summer hours, student testing, activities, etc. For purposes of calculating retirement or benefit eligibility, **all work hours, regardless of which budget the employee is paid from will be counted towards the maximum hours allowed.**

As the maximum allowable hours varies based on the type of position, the following will define each type of part-time employee and the maximum allowable hours he/she may work.

**Special Education Instructional Assistants**

<u>Position</u>	<u>Maximum Yearly Hours</u>
Coverage aide	560 (80 days x 7 hours per day)
25 Hour Aide (Pre-approved)	900 (180 days x 5 hour per day)

\*Student services must not be reduced to accommodate employee scheduling. Special Education guidelines for student services should be followed.

**17-Hour Elementary Assistants**

<u>Position</u>	<u>Maximum Yearly Hours</u>
Traditional	650 (178 days)
YRE Track	600 (170 days)
Extended	775 (227 days)

**17-Hour Secondary Assistants**

<u>Position</u>	<u>Maximum Yearly Hours</u>
Traditional	650 (178 days)
Trimester	650 (178 days)
Block/EdNet	650 (90 days)

**Other Part time Secondary Assistants**

<u>Position</u>	<u>Maximum Yearly Hours</u>
Hall Monitor (May not exceed hours)	684 (180 days x 3.8 hrs day)
206 Day General Clerk	750 (206 days x 3.5 hrs day)
242 Day HS Camp & Clinic Office Asst.	1210 (242 days x 5 hrs day)

**17-Hour District Office/Department Assistants**

<u>Position</u>	<u>Maximum Yearly Hours</u>
12 Month	850 (242 days)

If circumstances are such that a school or department needs to work an employee over 17 hours for more than a week, the principal or director should submit an email or letter to the Human Resources Classified Administrator and his/her immediate supervisor documenting the need and requesting an exception. These exceptions will be tracked and monitored annually.

We appreciate your assistance in ensuring employees do not exceed the hours allowed. If you have questions regarding hours of work for assistants, please contact our office.

Cc: Cabinet