

# Intradistrict Communication

DATE: August 1, 2019  
TO: All Principals, Directors and Supervisors  
FROM: John Larsen, Business Administrator  
HR Administrators  
SUBJECT: Classified Part-Time Employee Work Hour Maximums

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Historically, classified part-time employees have been limited to working 17 hours/week to avoid retirement eligibility. With the increasing difficulty in recruiting and retaining qualified part-time classified assistants, assistants working in designated positions are now allowed to work up to 25 hours/week, with principal/director approval. School funds must be used to pay the additional hours worked.

It is the responsibility of the supervisor to ensure the part-time employees do not work more hours than allowed each year. Below are the guidelines defining which positions would be eligible to work additional hours and the maximum number of hours part-time employees may work. Payroll 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.

## Positions Eligible for 25 Hours/week

- Classroom Assistants
- Office Assistants
- Daycare Assistants
- Elementary part-time assistant custodians (adult night supervisor)
  - Must follow custodial staffing budget allocations

## Funding

- Only approved funding sources may be used to increase hours.
  - Classroom Assistants (i.e. Cell tower, Trustlands, Title I, teacher funding, etc.)
  - Office Assistants (i.e. In-Lieu cell tower, Comp Guidance, etc.)
  - Daycare Assistants (CTE funding only)
  - PT Custodian Assistants (Custodial funding only)

## Examples

The following are examples of eligible options:

- Classroom assistant working 17 hours using "0050" and eight hours using Trustlands.
- Classroom assistant working 15 hours using Trustlands and 10 hours using cell tower.
- Office assistant working 17 hours using "0050" and eight hours using Comp Guidance.
- Office assistant working 17 hours using "0050" and eight hours using cell tower.
- Daycare assistant working 25 hours using CTE funding.

- PT custodian assistant working 25 hours using custodial funds. Will reduce the number of sweeper hours to offset the increase in hours.

The following are options NOT available:

- Classroom assistant working 17 hours using "0050", eight hours using Trustlands and additional hours substitute teaching.
- Classroom assistant working 17 hours using "0050" and eight hours using special education funding.
- Office assistant working 17 hours using "0050" and eight hours using Trustlands.
- Office assistant working 17 hours using "0050" and eight hours working as a classroom assistant (regardless of funding).

### **Positions Not Eligible for 25 Hours/Week**

- Instructional assistants (Without Special Education Approval)
- Media Assistants
- Nutrition employees (must follow current staffing patterns)
- Miscellaneous sweepers (students and adults)
- Elementary miscellaneous student sweeper (substitute adult night supervisor)
- Miscellaneous student assistants (stage crew, sweepers, classroom assistant, etc.)

### **Implementation**

- Submit a change form to HR to increase hours up to 25/week (.625 FTE).
  - The change form must indicate which budget(s) will be used and the percentage for each budget.
- All hours worked will be paid according to the budget percentage entered in Skyward, regardless of the percentage of time worked out of each budget during the month.
- Only one position will be used in TrueTime. TrueTime must be used to track all hours worked.

### **Restrictions**

- If an assistant's primary assignment is paid for using "0050", the assistant may not exceed the hour allocation (generally 17 hours/week) for this assignment. Any additional hours worked above allocation must be paid for using other school/department funds.
- All hours worked must be in the same job title. Positions may not be combined (i.e. Office and classroom) to avoid pay discrepancies between positions.
- Assistants who work 25 hours/week will not be allowed to substitute teach.

### **Time Keeping**

Currently, all part-time employees use TrueTime to document actual hours worked. The employee must be compensated for time worked. You may not ask an employee to modify hours worked on True Time unless a time entry error has occurred. If an employee is exceeding hours, the employee should be provided warnings not to exceed approved hours. Inaccurate reporting of time will be considered a falsification of payroll records.

### 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.**

### **Maximum Hours**

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 hrs per day)
17 Hour Aide	612 (180 days x 3.4 hrs per day)
25 Hour Aide (Pre-approved)	900 (180 days x 5 hrs per day)

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

### **Elementary Assistants**

<u>Position</u>	<u>Maximum Yearly Hours</u>
Traditional (17 hours)	650 (178 days)
Traditional (25 hours)	890 (178 days)
YRE Track (17 hours)	600 (170 days)
YRE Track (25 hours)	840 (170 days)
Extended (17 hours)	775 (227 days)
Extended (25 hours)	1,135 (227 days)

### **Other Part time Secondary Assistants**

<u>Position</u>	<u>Maximum Yearly Hours</u>
School Campus Monitor (19 hours)	684 (180 days x 3.8 hrs day)
School Campus Monitor (29 hours)	1,044 (180 days x 5.8 hrs day)
Block (17 hours)	650 (90 days x 7 hrs day)
180 Day Assistant (17 hours)	650 (180 days x 3.4 hrs day)
180 Day Assistant (25 hours)	900 (180 days x 5 hrs day)
206 Day Office Assistant (17 hours)	750 (206 days x 3.5 hrs day)
206 Day Office Assistant (25 hours)	1,030 (206 days x 5 hrs day)
242 Day HS Camp & Clinic Office Asst.	1,210 (242 days x 5 hrs day)

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

<u>Position</u>	<u>Maximum Yearly Hours</u>
12 Month (17 hours)	850 (242 days)
12 Month (25 hours)	1,210 (242 days)

If circumstances are such that a school or department has a need to work an employee more than their scheduled hours, please contact the Classified HR Administrator.

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