

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 4.08

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DATE 04/15/01

SUBJECT: PART-TIME EMPLOYEES

APPROVED:



OBJECTIVE: To clearly define part-time positions and to clarify limitations regarding hours of work and benefits for part-time employees.

STATEMENT: Part-time positions are outlined under Section 26.03.511 of the New Castle County Code. A part-time position is one in which an employee is hired to work no more than 25 hours per week. This shall apply to all part-time employees. Part-time employees will not be eligible for any fringe benefits. This applies to all temporary, part-time employees and permanent, part-time employees; however, School Crossing Guards are eligible for a designated pension plan.

REQUIRED ACTION: All department general managers and row officers are responsible for compliance with this policy.

Established: 07/14/87
Revised: 07/01/92
Revised: 01/01/96
Revised: 07/01/97
Revised: 04/15/01