

MISSOURI DEPARTMENT OF TRANSPORTATION

**PROCEDURES MANUAL
FOR PERSONNEL POLICIES**



Procedures for Policy Number and Title 0515, "Permanent Part-Time and Job Share Employment"	Effective Date of Procedures July 1, 2005
Approved By Micki Knudsen, Human Resources Director, Signature on File	Supersedes Procedures Dated

PROCEDURES

1. Districts/divisions/offices are responsible for identifying which employees/positions are permanent part-time or job share by determining the following:
 - a. tasks to be performed;
 - b. hours needed to perform the work;
 - c. length of time the position will need to be staffed; and,
 - d. if the position will be time and cost effective.
2. Supervisors are responsible for discussing working hours, benefits (if any), and conditions of employment with each part-time or job share employee.
3. Districts/divisions/offices are responsible for informing the Human Resources Division of the status of permanent part-time or job share positions in the Certificates/Remarks section of the Employment Status Maintenance (ESMT) transaction. For example, this statement should read: "Employee is 75% permanent part-time," or "Employee is in a job share position (half-time)."
4. When recording holiday pay for employees who are normally in pay status between 40.0 and 59.75 hours each pay period, they should be allowed to record 4.0 hours for each holiday during the pay period.
 - a. If the total time during a pay period, including 4.0 hours for each holiday, results in an employee not being on payroll for at least 40.0 hours, no holiday time will be allowed during that pay period.
 - b. If the total time during a pay period, including 4.0 hours for each holiday, places an employee in the next higher range (in pay status between 60.0

and 79.75 hours) the time allowed for each holiday during the pay period should be recorded as 6.0 hours.

5. When recording holiday pay for employees who are normally in pay status between 60.0 and 79.5 hours each pay period, they should be allowed to record 6.0 hours for each holiday during the pay period.
 - a. If the total time on payroll, including 6.0 hours for each holiday, results in an employee being on payroll for less than 60.0 (but more than 40.0) hours, holiday pay should be recorded as 4.0 hours per holiday.
 - b. If the total time during a pay period, including the normal 6.0 hours for each holiday, places an employee in the next higher range (in pay status for at least 80.0 hours) the time allowed for each holiday during the pay period should be recorded as 8.0.