

reviewed
07/31/07

July 17, 2007
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via email

ARTICLE 40
PART TIME EMPLOYMENT AND JOB SHARING

SECTION 1

The Employer and the Union recognize the principles of the Public Employees Part-Time Career Employment Act, 5 CFR Part 340, which provides for the expansion of part-time employment opportunities in the Federal Service. Accordingly, the Parties acknowledge that employees may desire to request part-time employment for personal reasons such as family responsibilities, education, retirement transition, handicap, etc. Part-time employees are entitled to the benefits enjoyed by full-time employees to the extent provided by applicable laws and regulations.

SECTION 2

A. To be considered part-time for purposes of this section an employee must have a regularly scheduled tour of duty, set in advance, of at least sixteen (16) hours but not more than thirty-two (32) hours in each administrative workweek except as provided in subsection 4B below.

B.

1. It is the Employer's intention to make part-time and job sharing opportunities available to the maximum extent possible, consistent with the Employer's mission requirements, for positions through GS-15. Accordingly, the Employer will seriously consider an employee's requests for part-time employment and job sharing. The employee's request may be granted consistent with workload, budget, and ceiling requirements.

2. The Employer recognizes that part-time career employment and job sharing may be particularly appropriate for the following classes of employees:

- (a) older employees seeking a gradual transition into retirement;
- (b) handicapped individuals and others who require a reduced workweek;
- (c) parents who must balance family responsibilities with the need for additional income; and
- (d) students who must finance their own education and training.

SECTION 3

An employee may make a written request to work part-time. When an employee requests to work part-time, s/he will submit a written certification to the supervisor indicating that:

- the request is voluntary;
- the employee understands that s/he has no right to return to full-time work;
- and s/he has investigated and understands the impact of this change on health benefits, leave, holidays, pay, experience credit, and retirement.

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SECTION 4

Denials of requests for any part-time employment will be discussed with the employee and, upon request by the employee, the employee will be provided with a written statement with the specific reasons for the denial.

or from any employees to share a position

SECTION 5

Except as provided in the Federal Employees Part-Time Career Employment Act of 1978 (PTCA), and subsection 3E below:

- A. the tour of duty for a PTCA employee will be no fewer than sixteen (16) and no more than thirty-two (32) hours per week;
- B. the tour of duty for a PTCA employee on an alternative work schedule may be set on the basis of thirty-two (32) to sixty-four (64) hours per pay period, but must include at least one (1) hour in each administrative workweek; and
- C. a PTCA employee's tour of duty will be documented on an SF-50.

SECTION 6

An increase of a PTCA employee's tour of duty above thirty-two (32) hours per week or sixty-four (64) hours per pay period is not permitted for more than two (2) consecutive pay periods.

SECTION 7

- A. The Employer will not abolish any position occupied by an employee in order to make the duties of such a position available to be performed on a part-time or job sharing basis.
- B. Subsection 6A above does not preclude the Employer from permitting a full time employee from voluntarily changing to a part-time work schedule.

SECTION 8

Any person who is employed on a full time basis shall not be required to accept part-time employment as a condition of continued employment.

SECTION 9

Consistent with government-wide rules and regulations, a part-time employee receives a full year of service credit for each year worked (regardless of tour of duty) for the purpose of computing service for purposes of retention, retirement (except for annuity computation), career tenure, completion of probationary period, within-grade increases, changes in leave category, and time-in-grade advancement restrictions. However, credit for experience is pro-rated, based on the actual amount of time worked.

SECTION 10

A part-time employee will receive holiday pay only if s/he is regularly scheduled to work on that day and only for those hours regularly scheduled as work time. This does not include overtime work.

If a holiday falls on a non-workday, part-time employees are not entitled to an "in lieu of" holiday. If an agency's office or facility is closed due to an "in lieu of" holiday for full-time employees, the agency may grant paid excused absence to part-time employees who are otherwise scheduled to work on that day.

SECTION 11

Upon request, the employee's servicing HRC will provide information to employees who are assigned to a part-time or job sharing position on the impact of this assignment on the following: retirement, RIF, health and life insurance, promotion, and step increases.

SECTION 12

An employee who accepts a part-time position or schedule has no automatic right to change to full-time work, whether or not s/he formerly worked a full-time schedule. However, employees working part-time may request a full-time schedule in the same position. The Employer will give serious consideration to such requests from employees ^{whose} ~~who's~~ most recent performance rating of record is "fully successful" or better, subject to ceiling and budget constraints, workload needs, and competitive employment considerations. Where a request for change to full-time employment is rejected, the reasons for rejection will be explained upon the employee's request.

SECTION 13

The Employer will seriously consider an employee's request to return to a full-time tour. Generally, the Employer may grant requests to return to the full-time position if the employee submits a written request within thirty(30)days of the conversion to part-time. If a request is denied, the employee will be told reasons for the denial. The reasons will be given in writing, at the employee's request.

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