

Part-time Employment

Summary/Purpose: Guidelines are given for a person employed on a part-time basis, including who approves the hourly rate of pay for non-faculty and who does not qualify for membership in the PERS or group health and life insurance program.

A person employed on a part-time basis (other than members of the faculty who are reported on HR Form 1) on an irregular schedule of work shall be paid at an hourly rate which has been approved by the appropriate Vice Chancellor and the Department of Human Resources.

Persons employed less than one-half time and/or less than 4½ months are not eligible for membership in the Public Employees' Retirement System or group health and life insurance program.