

**Human Resources Department
The City of Burleson**

Policy Name: Part-time Employee Benefits

Effective Date: 01/15/2008

Revised.

General Policy Statement: In an effort to recruit and retain qualified employees to work in part-time positions, the City of Burleson provides a basic benefits package for employees working in a part-time capacity (at least 20 hours per week).

Responsibility:

1.0 Directors: It is the responsibility of the Directors to determine what budgeted approved positions will qualify for part-time benefits. Directors are also responsible for including such notes as needed in the budgetary process for their departments to assure the benefits are funded for the part-time positions.

1.1 Human Resources: Human Resources is responsible for the documentation and recordkeeping functions related to the approval of the position to be one that is part-time with benefits.

Policy Statements:

2.0 Budgeted positions that work at least twenty hours per week (monthly average) will be approved for part-time benefits.

2.1 Managers and Directors will work with the employee to schedule hours as needed to cover job responsibilities and assure a monthly average of 20 hours per week is worked in order to qualify for the part-time benefits package.

2.2 Part-time employees in an approved qualified position will receive the following benefits (contingent upon available budgetary funds):

A. Holiday pay: 50% of the benefit for full-time employees (4 hours per holiday). Holiday time does not accumulate, and if the employee is regularly scheduled off on the day of the designated holiday, he/she will not receive holiday pay. For example: Martin Luther King, Jr. Day is a Monday. If the employee's regular day off is Monday, he/she does not receive holiday pay.

B. Vacation benefit: 50% of the benefit for full-time employees.

- C. Sick time benefit: 50% of the benefit for full-time employees
- D. Health and Dental Coverage: The city will provide the same health and dental insurance to employees in an approved part-time position who consistently work 20 hours per week as are provided to regular full-time employees. *(Note: In keeping with the policy for full-time employees, if the employee wants the health and dental plan dependent coverage, he/she will be responsible for paying premiums via payroll deduction).*
- E. Life Insurance & Employee Assistance Program (EAP): The EAP benefit and life insurance (1/2 the amount for full-time employees) is offered part time employees who consistently work 20 hours per week , at no cost.
- F. Retirement Participation: All employees who work at least 1000 hours per year (approximately 20 hours per week) are required to participate in the City's retirement plan through the Texas Municipal Retirement System (TMRS). Employee participation is 7% of wages (pre-tax), and the city matches the employee contribution 2-to-1.
- G. Other insurance: Other insurance products such as vision, dependent life, etc. are available to the employee at the employee's expense.
- H. Service Award Credits: Part-time employees (regardless of average number of hours worked per week) are eligible for service awards under the same standards as full-time employees.

3.0 Part-time Employees Working less than 20 hours per week.

Part-time employees who consistently work less than 20 hours per week are eligible for service awards and the use of the employee assistance program.

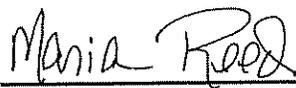
Approvals:



Curtis E. Hawk, City Manager

01-09-08

Date



Maria Reed, Director-Human Resources

12/31/07

Date