

The FEDERAL EDGE

Question of the Week:

How do the benefits of part-time employees differ from those of full-time employees?

Answer:

It is very likely that you will at some point come across an employee with part-time work, considering nearly every government agency is required to have a system for part-time employees...

... Read more below

Topic of the Week: Part-Time Employees

How Their Benefits Differ



Who is Part-Time?

Any Federal Employee is considered to be a permanent part-time employee if they work less than full-time employees, have prearranged schedules, and are eligible for benefits. They must have a work schedule from 16-32 hours per pay period. Permanent part-time employment is not the same as temporary employment, as most temporary part-time employees are not eligible for most benefits. To be eligible for benefits, a part-time employee must have a career-conditional or permanent appointment.

Their Benefits

For permanent part-time employees, sick leave accrues at a rate of one hour per every 20 hours worked. Annual leave accrues at a rate of one hour per every 20, 13, or 10 hours worked depending on how many years of service they have (Less than 3 years, 3-15, and

more than 15 years respectively).

The most important thing you need to know is which benefits are credited the same as full-time benefits and which ones are prorated based on the part-time employees number of hours worked. You need to realize that the government isn't just going to hand over benefits unless they feel that the employee has fully met all of the listed requirements.

According to the Federal Employee Almanac, permanent part-time employees can receive a full year of service credit for each calendar year worked for the purpose of **counting retirement eligibility**, date of career tenure, completion of probationary period, within-grade pay increases, change in leave category, and time-in-grade restrictions on advancement. So, all of those things are not prorated. Things that are

prorated are those that determine experience for qualification requirements.

Retirement annuities are one of those prorated benefits. And as of October 28, 2009 all CSRS and FERS part-time annuities are calculated the same way. First, you need to know the proration factor. You divide the actual hours worked for all periods of employment by the number of hours that could've been worked if they were full time, and that's your proration factor. You then calculate their annuity in the normal manner as if they were full-time, but then you multiply it by the proration factor to get the prorated amount.

FEGLI and FEHB are the other main benefits that are prorated. The 5-year qualification to carry over insurance into retirement is a prorated 5 years of service. And for FEHB, the portion of the premium that the government pays is also prorated down based on hours worked, so part-timers will pay more for coverage.