

Limited Term Part-Time Plus Program  
Policy

**Section 1. Introduction**

The Board of Supervisors (Board) hereby enacts this Part-Time Plus Program (PTP) Policy authorizing the County Executive Officer to approve the Limited Term PTP Program for use by departments. When authorized by the County Executive Officer, a department will offer the incentive to eligible employees who volunteer to temporarily work as a part-time employee while receiving some benefits as a regular full-time employee.

**Section 2. Program Description**

The Part-Time Plus Program (PTP) offers employees with the option of voluntarily changing their employment status from regular full-time to part-time within one fiscal year with the incentive of retaining the benefits noted in Section 4.

For program purposes, a Part-Time Plus (PTP) employee is defined as:

- A. Working no more than 40 hours in a single pay period.
- B. Whose work schedule will be set at the discretion of the Department Head in order to meet operational requirements.

The PTP Program is a limited-term program. The County Executive Office will continuously assess the benefits and need of the program. Departments and participants will be notified a minimum of sixty days in advance of any changes to the program.

**Section 3. Employee Eligibility and Participation in PTP Program**

Eligibility to participate in the PTP Program shall be determined in accordance with the following conditions:

- a. Must currently be employed by the County and occupy a regular or limited-term full-time position.
- b. Employees must have achieved permanent status and successfully completed the initial probationary period. Employees may be in promotional probation status and qualify for the program, so long as they have completed a probationary period in at least one County classification.
- c. Employees in all classifications, except those identified by the County Executive Officer as being exempt, are eligible to participate in the PTP Program. The County Executive

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Officer shall have discretion to exempt classifications because they are either critical/hard-to-fill positions.

- d. To participate in the PTP Program, eligible employees must sign the County authorized form. Once the request is reviewed and approved, the employee will be notified of the effective date of the change.
- e. Employees who accept the PTP Program will be required to sign a written acknowledgement that their decision to change employment status is entirely voluntary. The acknowledgement will include a disclaimer that their qualification for unemployment benefits and final average salary for pension benefits may be impacted by the voluntary change. The disclaimer will advise employees that they should contact OCERS with questions regarding their pension benefits.
- f. Employees who volunteer for PTP Program will adhere to the adjusted work schedule for the duration of the entire fiscal year.
- g. Participating employees who move, promote, or change positions within the County will be subject to the PTP Program structure set by the Department Head at the location of the new position. Program participation is not guaranteed for employees who move, promote, or change positions within the County.
- h. Unless the employee and Department Head agree in writing to an extension consistent with the terms of the PTP Program then in effect, a participating employee will return to full-time status at the end of the fiscal year in which the employee enrolled, or earlier upon conclusion or modification of the PTP Program under Section 2, whichever occurs first.

### **Section 4. Benefit Incentive Provisions**

The County Executive Officer shall determine the Benefit Incentive including but not limited to which County benefits (health insurance, dental insurance, life insurance, etc.) will be included in the Benefits Incentive based on operational and fiscal needs. Participants will be required to pay the same employee costs for such benefits as regular, full-time employees. An eligible employee participating in the PTP Program shall receive the benefit incentive based on the effective date of their voluntary reduction in work hours.

### **Section 5. Department Conditions**

The following conditions must be met by departments offering the PTP Program:

- a. Each position underfilled through the PTP Program (or another position identified by the Department Head) shall be kept at full-time status. The remaining portion of the position shall remain unfilled. A request for an exception may be considered, based on funding or operational issues, and requires approval by the Chief Financial Officer and the Chief Human Resources Officer or their designees.
- b. Departments will be responsible for adjusting work deliverables to meet the department's operational needs while adhering to the work hours allowed under the PTP Program. The

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use of overtime to backfill an approved PTP position will require approval of the Department Head and will be closely monitored.

- c. Once the applicable form is received it shall be forwarded to Human Resources for tracking purposes.
- d. Departments will be responsible for notifying all employees of their eligibility for the PTP Program.

### **Section 6. Process**

The Board hereby adopts the PTP Program and authorizes the County Executive Officer to determine the timeframe PTP Program shall be offered, and to determine if specific parameters based on classifications or departments shall apply. Departments will be responsible for notifying employees of their eligibility in the PTP Program and distributing information and forms. Employees shall submit a form to the Department. The Department will review and provide a decision on the request. If approved, the employee is notified of the effective date of the change and start date of the adjusted work schedule.

### **Section 7. Term**

Based upon identified budget deficits, the County Executive Officer will determine the time period and parameters for implementation and duration of the PTP Program to be offered to eligible employees, subject to Board approval. The County Executive Officer shall have the authority to amend the administrative application of the PTP Program if necessary to ensure the successful implementation of the program.

### **Section 8. Communication**

The County and employee labor organizations may develop and distribute literature to represented employees that publicize and explain the PTP Program.