



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

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USNA INSTRUCTION 12340.4

From: Superintendent

Subj: U.S. NAVAL ACADEMY PART-TIME CAREER EMPLOYMENT PROGRAM

Ref: (a) FPM 340
(b) CPI 340.1

1. Purpose. Per reference (a), to implement Public Law 95-437, the Federal Employees Part-Time Career Employment Act of 1978, by establishing requirements and procedures for the U.S. Naval Academy's (USNA) Part-Time Career Employment Program.

2. Scope. This instruction applies to all activities which receive civilian personnel services from the Naval Academy's Civilian Personnel Department. The provisions of this instruction apply to all civilian employees paid from appropriated funds or applicants for such positions.

3. Policy. Per reference (b), it is the policy of the Department of the Navy (1) to expand the number and scope of permanent part-time positions to include professional, technical, trades, craft, and clerical series; and, (2) to provide part-time career employment opportunities to all interested and eligible applicants and employees covering positions GS-1 through GS-15 and equivalent levels in a manner so as to carry out our mission. A position occupied by a full-time employee will not be abolished to establish a part-time position for the purpose of providing employment under the Department of the Navy Part-Time Career Employment Program.

4. Program Objectives

a. To increase part-time career employment by providing opportunities to the following individuals:

(1) Minorities and women in support of the Department of the Navy Federal Equal Opportunity Recruitment Program (FEORP).

(2) Students who need part-time employment to finance their education.

(3) Parents whose family responsibilities require a part-time schedule.

(4) Handicapped or other individuals who require or desire a part-time schedule.

(5) Department of the Navy civilian personnel and military members who are relocated as a result of their sponsor's permanent change in duty station (PCS).

b. To increase motivation and productivity by making part-time opportunities available to current employees.

c. To increase productivity by employing, on a part-time basis, individuals whose skills would not otherwise be available.

d. To offer management flexibility in meeting work requirements and filling various occupational shortage category positions.

5. Definitions

a. Career Part-Time Employment. Regularly scheduled work between 16 and 32 hours per week, performed by Tenure Group I and II employees in either the competitive or excepted service, who were hired or converted to such schedule, on or after 8 April 1979.

b. Intermittent Employment. Occasional or irregular employment requiring periodic services, as distinguished from continuous employment.

c. Temporary Employment. Work performed on a non-permanent basis in a continuing position, or a non-continuing position.

d. Mixed tour of duty. Career employment with varying periods of full-time, part-time, and intermittent service. Also known as career seasonal employment.

e. Job Sharing. A form of part-time employment in which the tours of duty of two (or more) employees are arranged in such a way as to cover a single full-time position.

6. Exceptions. The following are excepted from this instruction:

a. Part-time employment of less than 16 hours per week. Part-time positions established with a scheduled tour of duty of less than 16 hours a week, if the position is necessary to carry out the mission. No authority exists which permits a part-time employee to regularly work more than 32 hours per week.

b. Mixed Tour Employment. Seasonal employees with mixed tours of duty as described in 5d.

c. Part-time employment before 8 April 1979. Part-time employees who were serving under permanent appointments prior to 8 April 1979 so long as their part-time employment has continued.

d. Part-time employment in positions where collective bargaining agreements in effect 8 April 1979 established the number of hours of employment per week.

e. Part-time temporary appointments and intermittent work schedules. Intermittent or temporary employees as defined in 5b and 5c. This exclusion does not prohibit appointment of such employees to permanent part-time positions.

7. Program Implementation

a. Management Review. Goals for the establishment and conversion of positions to part-time will be incorporated during the annual work force planning process. Each time a full-time position is vacated, management will review at least the following criteria in order to determine the feasibility of establishing a part-time position:

- (1) Employment ceilings/budgetary limitations.
- (2) Workload within the organization/fluctuations in workload.
- (3) How it affects the mission.
- (4) Adaptability or flexibility of the work to be performed on a part-time basis, e.g., establishing a job sharing arrangement.
- (5) Special space and equipment requirements, if any.
- (6) Benefits to the employee.

(7) Identification by the Deputy Equal Employment Opportunity Officer or the Selective Placement Coordinator of a position as a part-time employment high interest position for affirmative action purposes.

(8) Turnover Rate. Do exit interviews indicate that conditions contributing to the high turnover rate may be alleviated by a part-time designation?

(9) Service to the Public. Will designation of a position as part-time improve the service to the public on a short-term basis? On a long-term basis?

If management believes part-time employment to be feasible, the Position Management Staff will review the Requests for Personnel Action (SF-52) before the position is committed. Subsequent reviews need only be conducted if: (1) the duties or conditions concerning a position have changed so as to accommodate a part-time schedule, or (2) the supervisor or selecting official requests a review.

b. Procedures for Employees Requesting a Change from Full-Time to Part-Time

(1) Employees desiring a change in employment from full-time to part-time should consult with their immediate supervisor to determine: (a) whether the change is feasible; and, (b) the effect such a change would have on their rights and benefits. If an employee, after careful consideration of the effect the change will have on those rights, desires to pursue the matter, he or she should make a formal written request to the supervisor, who should evaluate the request in terms of the criteria specified in 7a. The supervisor should then attach his/her written recommendation to the request and forward it within 30 days to the Cost Center Head for concurrence or disapproval. The concurring official should either affirm or change the decision within 10 workdays. If the request is approved an SF-52 (Request for Personnel Action) must be submitted to the Civilian Personnel Department.

(2) The Civilian Personnel Department will maintain a file of current employees who are seeking part-time employment in other than their current positions. This part-time employment file will be established by grade levels and occupational series and will be purged every six months unless updated by the applicant. In addition, as part-time positions become available, the Civilian Personnel Department will announce these vacancies via a merit staffing announcement.

8. Personnel Policies

a. Tour of Duty. Management has the prerogative to convert part-time career positions to full-time but must notify the employee at least 30 days in advance of the proposed action. If the employee cannot convert to full-time, the Civilian Personnel Department will make every effort to place the employee in a comparable position. Documentation of events or conditions contributing to the conversion will be prepared by the management official making the decision and forwarded to the Civilian Personnel Department on or attached to the SF-52. Adverse action procedures for appropriate placement or other action are used if the employee will not accept full-time employment.

b. Leave and Holidays

(1) Annual leave for those full-time employees converted to part-time is earned at a rate based on the number of years of service and is earned as outlined in the Federal Personnel Manual Chapter 630-3.11. Part-time employment has no effect on the Office of Personnel Management maximum allowable carry-over of annual leave.

(2) Sick leave will be earned at a rate of one hour for each twenty hours of duty for each biweekly pay period.

(3) Conversion to part-time career will not exclude employees from military leave provisions.

(4) Court leave and leave without pay are credited in the same manner as with full-time employees.

(5) Part-time career employees receive holiday pay only if they are regularly scheduled to work and only for those hours scheduled to work.

c. Qualifications. Part-time work is prorated in determining whether an employee meets the X-118 qualification requirements. For example, for this purpose an employee on a 20 hour-per-week schedule would earn 6 months of credit per year.

d. Service Credit. The service date of part-time career employees is established in the same manner as full-time employees.

e. Retirement Benefits. Service is credited for part-time employees in the same manner as for full-time. FPM Supplement 831.53-K provides that full credit is allowed for all time elapsing between date of appointment and date of separation.

f. Life Insurance. Part-time career employment does not change an employee's eligibility for Employees Group Life Insurance benefits. The amount of life insurance carried may decrease but never to an amount lower than the regulatory minimum.

g. Health Insurance. The amount of the Federal Government's contribution to health insurance costs will be prorated based on the number of hours of scheduled work during the pay period. Employees converted to part-time career schedules under P.L. 95-437 without a break in service or after separation of three days or less, may change enrollment from one plan or option to another.

h. Reduction in Force

(1) General. The intent of P.L. 95-437 is to ensure that part-time career employees be afforded the same rights and protection as full-time employees. Reference (b) provides that part-time career employees must not bear the disproportionate burden during agency personnel cuts.

(2) Competitive level. Part-time career employees will be placed in competitive levels separate from full-time employees.

(3) Reemployment Priority List (RPL)

(a) Part-time career employees are placed on the RPL so long as they have not declined assignment to a position which constitutes the same type of work schedule as the position from which separated.

(b) Part-time career employees may be considered for full-time positions so long as there are no qualified and available full-time employees.

(c) Full-time employees may be considered for positions normally filled by part-time career employees if there are no qualified and available part-time career employees.

9. Inquiries. Additional information may be obtained concerning the program by contacting the Part-Time Employment Program Coordinator in the Civilian Personnel Department on Ext. 3822.



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