Part-time Flex Employees

Part-Time Flex Employees are scheduled to work 19 hours or less per week on average during the established work week; or during the academic year for student or performing arts program support based on academic, student, or program needs.

Part-time flex employees are employed pursuant to a notice of assignment, following submission of a requisition to hire. Part-Time Flex employment shall be on an at-will basis, the duration of which shall be in accordance with the needs of the College of Lake County, and there is no guarantee of employment.

If a position falls into one of the following categories it is **NOT** considered a Part-Time Flex position as these would typically be addressed with a temporary agency worker or department or department staff absorbing the additional work:

- Coverage for an employee who is on a leave of absence or vacation.
- Coverage for a departmental project.
- Coverage due to a vacant position.
- Coverage for staff shortage in the department.

Part-time flex requisitions will be reviewed by HR to determine if it should be an agency hire or part-time flex position.

Part-Time Flex Employee Categories:

1. Part-time flex employees that work a steady work schedule for a significant period of time, but at 19 hours or less per week. For example: Lab Assistant, Clerical, Professional Academic Advisors, Tutors, JLC-Box Office Clerk, Backstage Technical Assistant, House Supervisor, Front of House Sales/Service, Production Assistant, Ushers, Concession Sales, Box Office Clerk, Dental Hygiene.

Part-Time Flex Employee Guidelines

- Part-time flex employees are **not eligible** to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off.
- Part-time flex employees are, however, eligible to register for classes and programs at the College at the in-district rate. Part-time flex employees are also eligible for SURS since they are in a position that is expected to be rendered on a continuous basis for at least 4 months or one academic term. Finally, Part-time flex employees are eligible to participate in the voluntary 403b and/or 457b retirement investment plans.
- Part-time flex employees are eligible to apply for full-time and part-time board established positions, and are to use the provided link, [https://jobs.clcillinois.edu/](https://jobs.clcillinois.edu/), to access and submit an application. They will follow the same process as an applicant applying for the position.

Last Revised: 9/1/2016
Part-time flex employees **cannot** be assigned to more than one part-time flex position. However, an exception may be: a **SHORT** work period where a part-time flex employee may work an additional short-term assignment. This exception would require advance approval by Human Resources and is subject to the following:

- The combined number of hours between the part-time flex position and another short term assignment cannot exceed 19 hours a week.
- Seasonal flex positions that require more than 19 hours a week will need approval and additional hours will be limited to only four (4) non-consecutive weeks per year and a maximum of 25 hours.
- All requests will be reviewed for approval for determination of compliance with ACA guidelines and SURS 6% Rule concerns.

The following list of classifications cannot be hired as a part-time flex employee:

- An active temporary agency employee.
- An active board established, regular FT or regular PT employee.
- An active part-time flex employee working on another part-time flex assignment.
- An active student worker.
- An active consultant/independent contractor.
- An active Intern.
- A SURS annuitant.

Current part-time employees that had been hired under prior board approval, and who currently work less than 19 hours a week, are grandfathered. When these positions become vacant, they will be converted to part-time flex positions.

Part-time flex employees pay may be reviewed on an annual basis to coincide with the upcoming fiscal year. Rates may or may not change, depending on budgets and market data. If a pay rate adjustment request is received from a manager, HR will determine whether it’s approved or not.

A part-time flex employee is not subject to the Compensation and Classification Procedure, and not eligible to request a position reclassification. However, a part-time flex employee may address any concerns with his/her manager.

Part-time flex position rate of pay generally cannot exceed a board established positions rate of pay.

Part-time flex positions can be grant funded.

Part-time flex employee requires at least one reference check from a recent supervisor, a criminal background, and credit check as necessary prior to employment.

Part-time flex employees are required to attend part-time flex new hire orientation (this does not apply to adjunct faculty) and complete the mandatory compliance training. Part-time flex employees will be required to complete the annual refresher compliance training.

Part-time flex employees will receive an employee picture ID in HR and a parking pass.

Part-time flex employees will be required to use the Time & Labor system.

Part-time flex position supervisors shall conduct a 60 day evaluation of performance.

Human Resources must be notified in advance by the department when the following occurs:

- Resignation.
- Assignment ends/termination of part-time flex assignment.
- Moving campus locations.
- “Reports to” changes.
- Account number update.

Last Revised: 9/1/2016
Adjunct Faculty with Tutor & Lab Assignment

- Tutors are now considered PT Flex employees.
- Adjunct Faculty who work in a part-time flex position, typically tutors or lab assistants, must follow these guidelines: Note that each teaching load hour is multiplied by 2.25 to obtain total contact/clock hours per IRS guidelines.

<table>
<thead>
<tr>
<th>Adjunct Faculty Teaching Load Hour Per Semester</th>
<th>Contact/ Clock Hour Per Week</th>
<th>Additional PT Flex Hours Per Week</th>
<th>Combined Maximum Hours Total Per Week with PT Flex Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.25</td>
<td>19</td>
<td>21.25</td>
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<tr>
<td>2</td>
<td>4.5</td>
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<td>25</td>
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<tr>
<td>4</td>
<td>9</td>
<td>16</td>
<td>25</td>
</tr>
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</tr>
<tr>
<td>10</td>
<td>22.5</td>
<td>2.5</td>
<td>25</td>
</tr>
</tbody>
</table>

Examples:

- If an adjunct teaches 10 credit hours (22.5 contact/clock hrs.), additional part-time flex hours allowed is 2.5.
- If an adjunct teaches 8 credit hours (18 contact/clock hrs.), additional part-time flex hours allowed is 7.
- If an adjunct teaches 2 credit hours (4.5 contact/clock hrs.), additional part-time flex hours allowed is 19.

Part-Time Flex Exit Process

- Part-time Flex employee resigned: Submit copy of the resignation letter/e-mail from employee to Human Resources. HR also needs a copy of the resignation letter/e-mail confirmation sent from the supervisor to employee confirming they have resigned from their position with effective date. **Complete an Update/Terminate a PT Flex Employee form.**
- Assignment ends/termination of part-time flex assignment: Notify HR in advance of this event. Submit copy of termination letter for review prior to notifying employee. **Complete an Update/Terminate a PT Flex Employee form.**
- Account Deactivation Form must be submitted to Human Resources from Manager.
- Part-time flex employee will receive an on-line exit survey/final pay information.
- Supervisor is responsible for collecting ID and parking pass on their last day of employment and returned to Human Resources immediately.