

PART-TIME EMPLOYEE PERCENT OF SERVICE CALCULATION

Procedure:

A Part time Employee Weekly Work Schedule must be completed for salaried employees who are employed on less than a full time (100%) basis in accordance with the following:

1. The percent (%) of service for part-time employees is calculated by dividing the employee's actual hours worked by the full-time weekly hours at the employee's work location and rounding the quotient to a whole percent (%).
2. The full-time weekly hours for OCMBFT employees working a Teacher workday of 6.75 hours (7.25 hours minus a 30 minute unpaid meal period) is 33.75 hours per week. Full-time weekly hours for employees assigned to district locations will be based on that districts full-time workweek.
3. The full-time weekly hours for an employee working an office work week is 7.5 hours. (8 hours minus a 30 minute unpaid meal period) is 37.5 hours per week.
4. Rounding will be in accordance with IRS rounding rules (Fractions of .5 and greater will be rounded up and fractions of less than .5 will be rounded down).

For Example:

A) A 4 hour teacher (no lunch)

4 hours/day X 5 days = 20 hours
20 hours/33.75 = 59%

B) A 4 hour office schedule (no lunch)

4 hours/day X 5 days = 20 hours
20 hours/37.5 = 53%