

## **Part-Time Employee Guidelines**

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Following are the guidelines for the employment of part-time employees. It is important to note that Part-time personnel are temporary employees, therefore their employment is legally referred to as “at will”, which means the part-time employee or the College can terminate the employment relationship at any time for any legal reason (refer to Policy II-2, A, II, 4 for details).

### **Recruitment:**

To start the process of hiring a part-time employee, you must complete and submit a Position Requisition Form with all the necessary approvals including the job requirements to be posted. Applications for part-time positions will be reviewed after one (1) week.

For detailed information, please visit:

<http://www.mdc.edu/hr/guidelines/hiringprocess/guidelines/HiringProcessGuidelines.pdf>

Please refer to Procedure 2100 – Recruitment, Internal/External Recruitment, Selection and Hiring Process

<https://www.mdc.edu/procedures/Chapter2/2100.pdf>

### **Compensation:**

#### **Instructional Personnel**

In order for part-time personnel to be paid, the department chairperson must:

1. Submit a Request for Personnel Action (RPA) to establish the part-time position and create an instructional course assignment in the Assignment and Tracking System (ASTRA).
2. Department chairs are also responsible for ensuring that RPA and ASTRA assignments are current for all active instructors.

Part-time instructional personnel are hired on a semester-by-semester basis only and are not issued personal service agreements or contracts.

3. The point limitation for part-time instructors is a maximum of 108 points per academic year and includes credit, non-credit and, instructional task points combined. Point limitations are subject to change.

Please refer to Procedure 2153 – Part-Time Instructional Personnel

<https://www.mdc.edu/procedures/Chapter2/2153.pdf> and

Procedure 2832 – Compensation Practices for Non-Instructional

<https://www.mdc.edu/procedures/Chapter2/2832.pdf>

## Non-Instructional Personnel

Part-time employment is limited to no more than 25 hours per week. College guidelines preclude part-time employees from working in excess of 25 hours per week college-wide in combined part-time assignments. Exceptions to exceed a 25-hour workweek in one or more assignments may be made with the written approval of the appropriate Campus President, or designee, or the Vice Provost of Human Resources, or designee in advance, based on a written justification.

Before additional part-time employment commences, Human Resources must determine the hourly rate to be paid to the employee. The supervisor is responsible for notifying the employee of the approved rate. All FT employees must notify their immediate supervisor of any additional employment within the College.

A full-time employee occupying a Support Non-Exempt position may accept a part-time position at the College. The rate of pay will be based on the duties of the position and the training and experience of the employee. Such assignment shall be performed outside the regularly scheduled workday. Overtime worked in such an additional position may not be added to compensatory time accrued. Overtime compensation will be computed in accordance with the applicable provisions of the FLSA.

The College practice is to provide part-time non-instructional employees with an unpaid meal break of no less than 30 minutes no later than after four (4) continuous hours of work, and can be scheduled at any time before.

Please refer to Procedure 2651 – Pay for Non-Exempt Employees  
<https://www.mdc.edu/procedures/Chapter2/2651.pdf> and

Procedure 2832 – Compensation Practices for Non-Instructional  
<https://www.mdc.edu/procedures/Chapter2/2832.pdf>

## Benefits:

Part-Time employees are eligible to receive limited benefits.

- [Mandatory Enrollment in Alternative to Social Security Plan](#)  
Miami Dade College has adopted the Alternative to Social Security Plan, permissible for public employers under Internal Revenue Code 3121. This means that in lieu of Social Security, new employees will be enrolled automatically in TIAA-CREF 403 (b) Tax Sheltered Retirement Plan. Contributions to Social Security will not occur; however, employees will be required to pay the Medical Tax of 1.45%.
- [Tax Shelter Annuity](#)
- [Care Access \(Limited Health Care\)](#)
- Metro Pass at discounted rates (coming soon)

Please refer to the Benefits section in the HR Portal of the MDC Employee website.  
<https://www.mdc.edu/hr/Benefits/default.asp>

## Employee Relations:

Favorable outcomes are obtained by maintaining documented actions taken when alerting employees of inadequate performance. With this in mind, please review

Procedure 2132.II.C, Separation of Employment (Resignation/Termination), which addresses the termination process of part-time employees. In addition, we have attached the newly created "**Part-Time Employee Termination Justification**" form, along with a sample letter (Exhibit A) you can use when informing an employee of their employment termination.

In order to provide an orderly and responsible approach to employee supervision, the College has established work rules to guide employees. See attached summary of representative offenses (Exhibit B) that may lead to disciplinary actions and/or termination. They are not listed in order of severity.

Again, following these Guidelines will inform you and guide you in your management of Part-Time personnel.

For assistance with topics covered in this memo, please contact a member of the Division of Human Resources. The following individuals will be available for consultation.

<b>Recruitment/Employment</b>	Colleen McKenzie, Manager	305/237-0266
<b>Compensation &amp; Benefits</b>	Martha Arrieta, Director	305/237-0363
<b>Employee Relations</b>	Clive Bridges, ER Officer All Other Campuses, District IT	305/237-0290
	Angel L Perez, ER Officer Kendall, North, District Facilities	305/237-0289
	Bettie Thompson, AVP Full-Time Instructional/Faculty, District HR District Business Affairs, backup to all	305/237-0291
<b>Equal Opportunity Program/ ADA Coordinator</b>	Dr. Joy Ruff, Director	305/237-0269

[Part-Time Employee Termination Justification Form](#)

**Sample**

# Miami Dade College

(*Department, Campus*)

*Date*

MEMORANDUM

To: << Part Time Employee >>

From:

Subject: Notice of Final Action of Termination

This memorandum serves to advise you of the College's decision to terminate your employment from the position of \_\_\_\_\_, \_\_\_\_\_ Campus, effective \_\_\_\_\_. The College's decision is based on your failure to comply with the College's performance standards.

The College has informed you that your job performance has been unsatisfactory and you have failed to meet all of the required objectives of your position.

You may voluntarily resign from your position. Should you choose to voluntarily resign your position, you may utilize the enclosed resignation form for that purpose and submit it to my attention at the end of this meeting. If you elect not to resign from your position, the College will proceed with termination of your employment, effective \_\_\_\_\_. You will not be expected to report for work after today's meeting.

Please note the following information:

Your paycheck for the pay period of \_\_\_\_\_ through \_\_\_\_\_ will be issued on pay date, \_\_\_\_\_ and will be directly deposited with your banking institution

Your paycheck for the pay period of \_\_\_\_\_ through \_\_\_\_\_, will be issued on pay date, \_\_\_\_\_ and will be directly deposited with your banking institution.

Questions you have regarding your pay should be directed to your immediate supervisor, at 305.237.XXXX.

You may contact the Office of Employee Relations directly at 305.237.2049, regarding questions you have about this process.

**Sample**

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MDC LETTER OF RESIGNATION

To Whom It May Concern:

I \_\_\_\_\_, hereby resign from my position of \_\_\_\_\_ in the  
\_\_\_\_\_ Department/Division at Miami Dade College, effective,  
\_\_\_\_\_, 2011.

\_\_\_\_\_  
Name

## ***Standards of Conduct/Work Rules:***

1. Summarized below are representative offenses that may lead to disciplinary actions and/or possible termination:
  - a. Willful violations or disregard for safety; fire, traffic or parking violations.
  - b. Smoking at a time or place where smoking is not authorized.
  - c. Wasting work time or being out of the work area without permission.
  - d. Solicitation of employees on College premises for membership in, or donations for, organizations without the specific approval of the College President.
  - e. Posting of notices, circulation or distribution of literature or articles of any kind on College premises without the specific approval of the College President or designee.
  - f. Acts that disrupt or interfere with the administration or functions of the College.
  - g. Repeated tardiness or absenteeism; absences without reasonable cause and failure to notify the College of absence within one (1) hour of the start of the scheduled work period. An employee may be docked for a fractional part of a day for tardiness.
  - h. Failure to inform the supervisor when leaving a work station.
  - i. Repeatedly leaving the work station for excessively long periods.
  - j. Negligence: failure to exercise due care and reasonable diligence in the performance of job duties; careless use of College property, unsatisfactory production or incompetence.
  - k. Threats, pressure or physical action against another employee or group of employees.
  - l. Refusal to maintain standards of dress, personal grooming or cleanliness which are deemed reasonable and safe for the position held.
  - m. Charging personal telephone toll calls to the College's account.
  - n. Failure to report an on-the-job personal injury or damage to College property.
  - o. Loafing during assigned duty hours. The first offense will result in a three (3) day suspension. A second offense may result in termination.
  - p. Willful violation or disregard of State Statutes, State Board of Education Rules or College policies and procedures.
  - q. Conduct unbecoming a College employee, including a failure to be courteous, considerate, respectful to students, the public or other employees.
  - r. Theft and pilferage: Unauthorized removal or possession of property belonging to or in the care of the College.
  - s. Committing acts of violence: Fighting or improper or immoral conduct on College premises.
  - t. Insubordination: Refusal to perform work as directed or willful neglect of duty.
  - u. Sleeping during assigned work hours: This violation will normally result in termination. Mitigating circumstances such as illness, medication or oversleeping the lunch period may, at the discretion of the supervisor, result in a three (3) day suspension without pay for first offenders with a satisfactory work record. Second offenders will be terminated.
  - v. Gambling or conducting other games of chance on College premises.
  - w. Possession or use of intoxicants or illegal drugs or other illegal substances on College premises.

- x. Loaning or permitting the duplication of College keys (metal, electronic or otherwise) or any means of access to College facilities provided to employees by the College.
- y. Possession of firearms, weapons of any kind or explosive materials on College premises.
- z. Conduct outside the College of a criminal, dishonest or immoral nature; habitual use of intoxicants; drug addiction; moral turpitude or conduct likely to reflect unfavorably upon the College.
- aa. Manipulation of computer data banks by providing false input causing additions, deletions, changes, omissions or removal of computer data.
- bb. Falsification of time cards or time sheets or other methods used to track time and attendance.
- cc. Falsification of personnel, medical or other records; omission of pertinent facts or giving false testimony.
- dd. Improper or unauthorized use of College property or equipment.
- ee. Use of official position for personal gain or personal advantage. This is considered a conflict of interest by the College.