Manager Guide – Part Time Hiring

Part-time employees are hired throughout the academic year, on a semester by semester basis, to help departments effectively manage work demands. Below is the new hiring process to follow effective January 1, 2020

Process for New Part Time Positions

- The hiring manager completes the **Part Time Request to Hire Form** and the **Part Time Job Description** for the position.

- The hiring manager will need to start the approval flow as specified on the request form.

- After the hiring manager has obtained all approvals (Department Head and EC Member) and confirmed that their budget has sufficient funds (this includes all grant funded part time positions), the form should be sent to the Office of Human Resources for review.

- All new part-time assignments must be advertised on the BCC website for 5 business days prior to being filled. The Office of Human Resources will create an ad to be approved by the hiring manager. Once approved by the hiring manager, the ad will be placed on the BCC website for 5 business days.

- Resumes will be placed on a shared drive. The hiring manager and the appropriate HRBP will have access to the shared drive to review incoming resumes/CVs.

- The hiring manager will interview candidates and select the candidate to be hired for the position. **Please note, search committees are not required to fill part-time positions.**

- The HRBP will review the form and resume of the candidate to establish the hourly rate for the selected candidate. The Office of Human Resources will provide the hiring manager with an offer letter for the selected candidate.

- The hiring manager will extend the offer to the individual selected for the position and inform the individual that the part-time assignments are authorized on a temporary basis.

- If the individual accepts the part-time assignment, the hiring manager must notify the Office of Human Resources two weeks prior to start date.

- Once individuals are authorized to work, an approval email will be sent from the Office of Human Resources to the hiring manager informing them that the individual is approved to work. The hiring manager informs the individual to visit the Human Resources office to complete the new hire paperwork on their first day of employment.

- Once individual completes all new hire paperwork, HR staff will provide them with a **PT-Ready to Work Card** to present to their supervisor and they can begin to work. ***Individuals should not begin working prior to completing the new hire forms and receiving the PT-Ready to Work card.***

- Once the position has been filled, the Office of Human Resources will remove the ad. All ads will be taken off the website after 90 days of being posted.

Process for Extended Part Time Assignments

- If an existing part-time employee will continue in the same assignment beyond the approved dates, a new **Part-Time Request to Hire** form must be submitted for all returning individuals and the employment dates must reflect the extended dates of the assignment.

- He/she does not have to complete the new hire paperwork; however, he/she should not continue to work beyond the approved date until the hiring manager receives the approval email for the extended assignment.

- If a part-time employee leaves and returns within 12 months of their last day worked, they can be rehired as an *extended* assignment and they won't have to complete new hire paperwork.

- If more than 12 months has elapsed since their last day worked, the individual will be considered a *new hire* and they'll need to complete all new hire paperwork before they can start working.

- All approval signatures must follow the same process as listed below above to forwarding the form to Human Resources for final approval and processing. The approval and hire process for extensions will be the same as for new PT positions.

- Once individuals are authorized to work on extended assignments, an approval email will be sent from the Human Resources office to the hiring manager informing them that the individual is approved to work.