

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: N/A

Responsible Office: DIVISION OF HUMAN RESOURCES

PART-TIME EMPLOYEES

A. PURPOSE

To establish procedures and regulations related to the employment of permanent staff in part-time positions in Anne Arundel County Public Schools.

B. ISSUE

Anne Arundel County Public Schools must staff its schools and offices in accordance with the existing staffing allocations for permanent positions.

Permanent employees working less than a full-time schedule are assigned a Full Time Equivalent (FTE) based on the proportion of hours worked in comparison to those worked by a full-time employee (1.0 FTE) in the same position. The FTE can vary based upon the job and its assigned unit.

C. POSITION

1. Part-time permanent positions exist when such employment is in the best interest of the school system and an appropriate allocation for the position exists in the budget.
2. Part-time employees shall be entitled to the same benefits afforded full-time employees, in accordance with the proportion of their FTE. Healthcare rates charged to part-time permanent employees vary based upon their FTE.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 08/17/16

Note Previous Policy History: Replaces Policy 801.12, rescinds Regulation GBL-RA/AR, 801.12 adopted, 06/26/69 and revised 11/07/90