

UNIVERSITY OF SCRANTON

Summary of Current Benefits for New Part-Time Staff

The following benefits are **for part-time non-faculty employees who work at least half time, i.e., 17.5 hours for a full-time 35-hour week and 20 hours for a full-time 40-hour week. Part-time employees who work less than half time are not eligible for these benefits.** Please contact Human Resources if you have any questions about these benefits or your eligibility.

Paid Holidays - Eligible part-time employees will receive their regular pay if a University holiday falls on their regularly scheduled work day. (Example: If a part-time employee is scheduled to work 4 hours every Tuesday and a University holiday occurs on a Tuesday the employee is normally scheduled to work, then the employee will receive 4 hours of holiday pay for that holiday.) If the University holiday falls on a day the part-time employee is not regularly scheduled to work, then the part-time employee is not paid for the holiday. (The University's intent is to not disadvantage the employee for a day the employee can't work.) The same general guidelines that apply to full-time employees for paid holidays also apply to part-time employees for paid holidays.

Paid time off - Part-time employees who are scheduled to work at least half time 12 months during the calendar year are eligible for a maximum of two weeks paid time off based on their normal schedule. During the first year of employment, the part-time employee does not receive any paid time off. On 1 January, if the part-time employee has less than five months of service, the employee receives one week of paid time off for the calendar year. If the employee has more than 5 months of service, the employee receives the equivalent of two weeks paid time off for the calendar year.

Part-time employees who are scheduled to work 9, 10, or 11 months and work at least half time during those months are eligible for one week paid time off. These employees do not receive any paid time off during their first year of employment.

Eligible part-time employees may use paid time off for vacation time, sick time, or personal time. The paid time off accrued is the only paid leave time a part-time employee receives. When the time off is used for vacation, the part-time employee is expected to follow the same guidelines as a full-time employee. For example, time must be requested and approved in advance according to departmental guidelines for requesting vacation. If the paid time off is used to cover time off for an illness or personal time, the employee once again is expected to follow the same guidelines as a full-time employee. Part-time employees may rollover a maximum of one week of unused paid time off from one calendar year to the next.

Tuition remission - Eligible part-time employees may take two courses per academic year **for the employee only** under the same tuition remission schedule in effect for employees hired after December 1995. Dependents of part-time employees are not eligible for tuition remission.

Pension - Part-time employees who work 1,000 hours or more in a plan year are currently eligible to participate in the pension plan the year after they work 1,000 hours.

Credit Union - All part-time employees are eligible for membership in the Penn East Federal Credit Union.