

Human Resources Branch Memorandum

SUBJECT: Part-Time Employee Compensation	NUMBER: HRB 19-004
	DATE ISSUED: 02/13/2019
DISTRIBUTION: All CDFW Employees	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) supervisors and part-time employees of the recently updated California Department of Human Resources (CalHR) Part-Time Employee Compensation Policy.

Note: This policy applies to Part-Time employees in permanent positions; this does not apply to TAU, Seasonal, or Limited Term Employees.

Authorities

- California Department of Human Resources (CalHR) Manual Section 1714
- Bargaining Unit Contracts
- Government Code 20636
- Government Code 7522.34

Policy

Part-time employees are not eligible for compensating time off (CTO) until after they have been compensated in cash for all hours worked up to 40 in the work week. Otherwise, part-time employees must be compensated in cash through the State Controller's Office (SCO) payroll system for all hours worked over their time base. Compensation for time worked after 40 hours in a work week is unchanged.

Employees excluded from the FLSA with a set time base are not eligible to receive additional compensation for time worked, therefore this policy does not apply to these employees. For example, an employee with a time base of half-time, designated work week group E who works more than 20 hours in a work week does not receive additional compensation therefore retirement contributions for extra hours worked does not apply.

Employees who work a part-time schedule other than the standard, five equal days per week, do not earn excess hours, nor may they have a deficit at the end of a pay period. Part-time employees working a non-standard, five days per week, schedule should meet with their supervisor at the beginning of each pay period to ensure they are scheduled to work the required number of hours for their time base each pay period. Any time worked in excess of their time base is compensable as stated above for the week in which it is earned.

Contact

If you have any questions, please contact your assigned Personnel Specialist.