

**Partial-Year Employment Agreement**

(Policies & instructions on page 2)

Date submitted

Employee Name \_\_\_\_\_ Employee SS# (last 4 digits) \_\_\_\_\_

Job title & code \_\_\_\_\_

Department Name / Account Number \_\_\_\_\_ / \_\_\_\_\_

Budget position no. \_\_\_\_\_ Pay type \_\_\_\_\_

Designated WORK period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year month day year

Designated LEAVE period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year month day year

***This is a continual agreement; any deviation from these dates requires a new partial-year employment agreement.***

**During the partial-year leave period, the employee may elect to maintain his or her insurance coverage. Please make ONE selection below:**

- Prior to the leave period, I will make a payment directly to the Employee Benefits Department for my contribution amount for the entire partial year leave period
- I wish to be billed monthly by Employee Benefits during the leave period
- Please take premium deductions from my paychecks upon my return after the leave period
- ★ Nonpayment of these premiums will result in cancellation of coverage. Eligible employees who elect to drop coverage during the leave period may reapply for coverage within 31 days after returning from partial year leave, but will be treated as new group members.

**I wish to maintain the following insurance coverage during my designated leave period:**

- Life** - Restrictions may apply prior to re-enrolling. Please contact Employee Benefits (706-542-2222) prior to dropping this coverage.
- Health** - Restrictions may apply prior to re-enrolling. Please contact Employee Benefits (706-542-2222) prior to dropping this coverage.
- Dental** - You will likely NOT be allowed to re-enroll if you drop this coverage. Please contact Employee Benefits prior to dropping this coverage.
- LTD** - Restrictions may apply prior to re-enrolling. Please contact Employee Benefits (706-542-2222) prior to dropping this coverage.
- AD&D** - Restrictions may apply prior to re-enrolling. Please contact Employee Benefits (706-542-2222) prior to dropping this coverage.

Partial-year employment is a management and budgeting tool which allows employing units to concentrate the support staff work force during peak demand periods and to reduce the number of support staff during low demand periods. Partial-year positions are designed for employment during a pre-designated specific period of the year for a time frame not less than nine consecutive months. The designated work time shall be referred to as the "partial-year employment period" and the remainder of the year shall be referred to as the "partial-year leave period." The partial-year agreement form designates the leave period and additional leave approval forms are not required. Partial-year positions are considered to be regular, classified positions and individuals employed in this category have the same rights and privileges as any other regular University classified employee. However, due to the nature of the partial-year employment type, some differences do exist.

Partial-year employees are not eligible for holiday pay for those holidays occurring during the designated leave period nor are they eligible to receive unemployment compensation benefits during this period.

The signatures below merely represent agreement and approval of the partial-year employment status, including the provisions covering the continuation of insurance eligibility during the designated leave period and do not establish or imply any contractual employment agreement not extended to other regular classified employees.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Budget Division \_\_\_\_\_ Date \_\_\_\_\_

Employee Benefits \_\_\_\_\_ Date \_\_\_\_\_



## The University of Georgia

### Partial-Year Employment Policies & Procedures

Listed below are the policies governing the implementation and operation of the University of Georgia's partial-year employment plan. These guidelines have been designed to facilitate usage of the partial-year program. Questions concerning this plan may be referred to the Employee Benefits Department at (706) 542-2222.

1. Classified positions are designated as "partial year" when created and posted, with specified inclusive employment dates. A University of Georgia Partial-Year Employment Agreement form must be submitted by the employing unit for each employee allocated partial-year status. This form is submitted in conjunction with the Personnel Report and Budget Amendment placing the employee on the payroll.

It is important that the Employee Benefits Department be notified of all employees accepting partial-year positions as soon as possible. Prompt notification of these individuals' rates of pay will give the Employee Benefits Department adequate time to compute and administer the employees' benefits cost contributions for the leave period.

2. Budget Amendments, in addition to personnel forms, will be used to indicate the beginning and ending dates of the designated leave periods for partial-year employees. These dates must coincide with the specified inclusive employment dates on the employees' most recent personnel forms. Reinstatement dates, inclusive employment dates for the next fiscal year period, and appropriate rates of pay will be designated on the fiscal year personnel updates.
3. Positions designated as partial-year have inclusive employment dates covering nine or more consecutive calendar months and leave periods for three or less consecutive calendar months.
4. Departments will indicate partial-year status on the Employee Personnel Report by using a "P" designator for the employee contract code.
5. The employing unit will use the Partial-Year Employment Agreement form to inform the employee in writing, prior to the first day of work, of the details regarding the employment dates and other factors governing the partial-year employment type.
6. Partial-year positions are considered to be permanent and continuous. Employees returning to work from designated partial-year leave periods are continued in the same position with no break in service and no change in the original appointment date.
7. Personnel employed in partial-year positions for 20 or more hours of the work week are considered to be regular employees for all policy purposes during their employment period.
8. Completion of the six-month probationary employment period, and the accrual and use of all and any benefits, including leave time, is based on the percent time employed in the position during the designated employment period. The continuation and use of insurance coverage during leave periods shall be the only exception.
9. Employees may elect to maintain their insurance coverage during leave periods using one of three methods. The University of Georgia will continue to contribute its regular share of the benefits costs for these employees during the leave period.
10. Employees in partial-year positions are eligible to apply for transfers and/or promotions to other positions on campus during their designated leave time by following the same guidelines as regular, full-year employees.
11. Employees in partial-year positions may not normally apply for temporary employment with the University of Georgia during their designated leave periods. Requests for exceptions must be submitted to the Compensation Department prior to any temporary employment action.