



Instruction

Defense Intelligence Agency

DEFENSE INTELLIGENCE AGENCY
WASHINGTON, DC 20340-5100

DIAI 1422.003
23 Aug2007
OPR: HC

Part-Time Employment

- References:
- (a) 5 CFR §340, "Other Than Full-Time Career Employment," 1 January 2006
 - (b) 5 USC Chapter 34, "Part-Time Career Employment Opportunities," 3 January 2005
 - (c) 5 CFR §550, "Pay Administration (General)," 27 January 2005
 - (d) Federal Employees Part-Time Career Employment Act of 1978
 - (e) DIA Instruction 1422.001, "Hours of Work and Work Schedules," dated 11 March 2004
 - (f) DIA Instruction 1400.002, "Civilian Pay Administration," Change 1, dated 5 March 2005

1. Purpose

1.1. Provides part-time employment opportunities for current DIA civilian employees at all grade levels through GG-15 under the guidance of references (a) through (d).

1.2. Implements references (e) and (f) for eligible civilian employees who work a preapproved part-time work schedule for DIA.

2. Definitions

2.1. Approving authority – The Deputy Directors for (DDfors) or Special Office Chiefs are the approving authority and may delegate approval as they deem appropriate.

2.2. Eligible employee – An individual appointed to an appropriated fund position in DIA. Foreign national employees, contractors, consultants, and active duty military members are excluded from the definition of employee for the purpose of this instruction.

2.3. Part-time employment – Approved work schedules of 16 to 32 hours per week.

3. Responsibilities

3.1. DDfors or Special Office heads will:

3.1.1. Set local procedures and criteria for requesting part-time employment.

3.1.2. Determine the approval chain and the directorate point of contact (POC) within the directorate or special office.

3.2. The Office of Human Resources (HCH) will:

3.2.1. Administer the Part-Time Employment Program and provide assistance to employees and managers regarding benefits and pay issues as requested.

3.2.2. Maintain a signed part-time agreement memorandum in the employee's official personnel records. See Enclosure 1.

3.2.3. Coordinate with the Office of the Chief Financial Executive (FE) to ensure financial computations of full-time equivalents take into account approved part-time schedule impacts.

3.3. Supervisors and managers will:

3.3.1. Discuss and review requests for part-time employment with assigned employees and make recommendations for approval of part-time schedules to the designated approving authority.

3.3.2. Once approved, document the terms of the agreement in a memorandum signed by the employee and the approving authority, with the original document forwarded to HCH to be filed in the employee's personnel record.

3.4. Eligible employees will:

3.4.1. Submit a written request to their direct supervisor or manager outlining the part-time work arrangement they are seeking. This request must include the following:

3.4.1.1. The reason for requesting a part-time employment schedule.

3.4.1.2. The number of hours requested to work per week or per pay period and the proposed duration for the part-time schedule.

3.4.1.3. The proposed biweekly work schedule requested.

3.4.2. Schedule an appointment with HCH to receive a comprehensive pay and benefits consultation prior to changing from full- to part-time schedule.

3.4.3. Submit a written request to their direct supervisor or manager should they desire to return to a full-time employment schedule.

4. Procedures

4.1. All requests will be coordinated in accordance with directorate or special office procedures and reviewed by the designated directorate or special office approving authority. When deciding whether to approve requests for part-time work schedules, consideration will be given to requirements of the position and Agency needs.

4.2. Once approved, the terms of the agreement will be documented in a memorandum, signed by the employee and the approving authority, and filed in the employee's official personnel record. Written approval will be provided to the employee at least two pay periods prior to the change to part-time status.

4.3. Standard Form 52 (SF-52), Request for Personnel Action, will be completed by the Directorate or Special Office Senior Administrative Officer or the Human Capital Support Officer (HCSO) to document the approved schedule changes from full-time to part-time or vice versa. The approved part-time work schedule must be submitted along with the SF-52 and a copy forwarded to the employee's assigned timekeeper.

4.4. Part-time employees are authorized to work between 16 and 32 hours per week on a pre-approved, set schedule as agreed upon in the signed memorandum.

4.5. If a work assignment requires part-time employees to work more hours than regularly scheduled, adjustments in work schedule or compensation are allowed; however, this should not be done on a consistent basis or for more than two consecutive pay periods.

4.6. The Approving Official has the right to require employees who have been approved to work a part-time schedule to return to a full-time schedule to fulfill mission requirements.

4.6.1. An employee's immediate supervisor or manager will notify the employee in writing of the requirement for the return to full-time status at least two pay periods prior to the date on which they will be required to return to full-time status. Employees will also receive an SF-52 documenting their change back to a full-time schedule. In emergency situations the notification can be shortened.

4.7. Part-time employment is not available to employees serving on deployment orders.

4.8. Termination of an occupied full-time position to make the duties of the position available on a part-time basis is prohibited.

4.9. No full-time employee will be required to accept a part-time schedule as a condition of continued employment.

4.10. A part-time DIA employee may seek other employment outside of DIA on a part-time basis, but must coordinate their request with security and the office of Human Resources. Part-time employment may not present an actual or apparent conflict of interest with the employee's federal employment.

4.11. Compensation

4.11.1. The basic rate of pay for part-time employees is the hourly rate that corresponds to their current grade and step, including locality or special rate supplement.

4.11.2. Part-time employees are not normally scheduled to work overtime. However, if the normally scheduled hours exceed the full-time schedule of 40 hours per week or 80 hours per pay period, employees will be paid at the basic rate of pay unless they meet the standard criteria for payment of overtime. If the nature of the job results in the employee regularly exceeding the work schedule outlined in the agreement on a consistent basis or beyond two consecutive pay periods, the agreement memorandum must be reviewed and considered for a return to full-time schedule.

4.11.3. Night pay is authorized for part-time employees who work any part of their regularly scheduled tour of duty between the hours of 6:00 p.m. and 6:00 a.m.

4.11.4. Holiday pay is paid to part-time employees if a holiday falls on a day the employee normally works. Part-time employees are paid for the number of hours they are scheduled to work, not to exceed 8 hours. A part-time employee is not entitled to holiday pay that falls on a day that the employee is not normally scheduled to work.

4.11.5. Sunday premium pay does not apply to part-time employees.

4.11.6. Waiting periods for within-grade increases and promotions are the same as those required for full-time employees.

4.12. Benefits

4.12.1. Annual Leave

4.12.1.1. Employees earn annual leave on a prorated basis according to their years of service. Employees with less than 3 years of service earn 1 hour of annual leave for each 20 hours worked. Employees with 3 but less than 15 years of service earn 1 hour for each 11 hours worked. Employees with 15 or more years of service earn 1 hour for each 10 hours worked.

4.12.2. Sick Leave

4.12.2.1. Part-time employees earn 1 hour of sick leave for each 20 hours worked.

4.12.3. Federal Employees Health Benefits (FEHB)

4.12.3.1. Part-time employees who participate in FEHB receive the same coverage as full-time employees but pay a greater percentage of the premium because the Government's share is prorated based on the number of hours the employee is scheduled to work each week. For example, an employee on a 20-hours-per-week schedule receives one-half the Government contribution toward the premium.

4.12.4. Federal Employees Group Life Insurance (FEGLI)

4.12.4.1. Part-time employees are eligible to participate in FEGLI. The amount of insurance for which a part-time employee is eligible is based on the employee's annual salary applicable to his or her work schedule.

4.13. Retirement

4.13.1. Part-time employees may contribute to the Thrift Savings Plan (TSP) under the same rules as full-time employees and may contribute up to the Internal Revenue Service annual maximum elective deferral limit.

4.13.2. Retirement annuities are based on an employee's length of service and the highest annual base pay received for any three consecutive years.

4.13.2.1. Each year of part-time employment counts as one full year toward the length of service requirement. However, the annuity calculation for retirement purposes for periods of part-time service after April 6, 1986, is prorated to reflect the difference between full-time and part-time service.

4.14. Promotions

4.14.1. Part-time employees are eligible to compete for vacant positions and/or promotions. However, employees must meet the requirements of the new position, which may include a return to full-time status.

4.14.2. Part-time work is prorated for determining qualification requirements. For example, an employee who works 20 hours per week would receive credit for 6 months of experience at the end of 12 months of work.

4.15. Tenure

4.15.1. Conversion from full-time to part-time duty status does not affect an employee's length of service requirements for promotion, within-grade increases, or service computation dates.

4.16. Performance

4.16.1. Performance expectations and duty requirements will be issued to part-time employees consistent with their assigned duties, and their performance will be rated consistent with DIA's Performance Appraisal System.

4.17. Awards and Recognition

4.17.1. Part-time employees are eligible to receive the same awards and recognition as full-time employees, including annual performance bonuses.

4.17.2. Supervisors and managers should use awards to recognize exceptional performance and on-the-job achievement of their employees, regardless of whether they are working part-time or full-time schedules.

4.18. Training

4.18.1. Job-related training opportunities and programs are available to part-time employees but may require a return to full-time status (i.e. TEC programs). Requests for training may not be denied solely based on their part-time status.

//Signed

Phillip R. Roberts
Chief of Staff

Enclosures – 1

E1. Sample Agreement Memorandum

E1. Sample Agreement Memorandum

UNITED STATES GOVERNMENT

memorandum

(Control Number if desired)

DATE: (Date Signed)

REPLY TO

ATTN OF: (Submitting Directorate/Special Office)

SUBJECT: Part-Time Employment Schedule Agreement

Reference: (Employees Last Name, First Name, Middle Initial / Office)

TO: (HCH)

1. Request this memorandum be filed in this employee's official personnel record in accordance with DIAI 1422.002, Part-Time Employment.
2. The following terms for part-time employment have been agreed upon between this Directorate or Special Office and (employee's full name):
 - a. Brief summary of employee's approved request.
 - b. Proposed biweekly work schedule to include the number of hours requested to work each week and the proposed duration for the part-time schedule.
3. The employee acknowledges that at least two pay period advance notice is required in the event he/she should request to return to a full-time schedule (notification may be shortened in emergency situations). This ensures that appropriate compensation changes are made in a timely manner.
4. The employee acknowledges that DIA has the right to require him/her to return to work in a full-time schedule if organizational needs require full-time work in order to meet the mission. Notification will be provided at least two pay periods prior to conversion.
5. The employee acknowledges receiving a part-time pay and benefits consultation from the Office of Human Resources.
6. Directorate or Special Office POC is (full name, phone number).

Signature Block of Approving Authority

Signature Block of Employee