

33.99.05 Part-Time Employment

Revised [December 3, 2015](#)

Next Scheduled Review: December 3, 2020

Click to view [Revision History](#).



Regulation Statement

Part-time employment within The Texas A&M University System (system) will be administered in accordance with this regulation.

Reason for Regulation

This regulation provides uniform administration of part-time employment.

Definitions

Click to view [Definitions](#).

Procedures and Responsibilities

1. RATE OF PAY AND BUDGETING

- 1.1 Faculty and staff on part-time appointments shall be paid at rates commensurate with their abilities, job duties, responsibilities and the time they devote to part-time work. However, the rates of pay for persons employed on a part-time basis will not exceed the proportional salary rates for full-time employment.
- 1.2 Part-time employment will be considered, approved or disapproved in accordance with System Regulation *33.99.01, Employment Practices*.
- 1.3 All part-time personnel employed to work 50% or more effort for four and one-half months or more in a fiscal year will be placed in budgeted positions. Student workers are excluded.

2. ADDITIONAL PART-TIME EMPLOYMENT

- 2.1 A part-time employee may accept additional part-time employment with another department or unit of the system provided the employee obtains advance approval from the head of his/her current department or unit. This approval ensures proper

coordination of employment when more than one department is involved and avoids violations of policy and law. The administration of multiple employment is addressed in System Regulation 33.99.06, *Administration of Multiple Employment*.

- 2.2 A full-time employee may, with the approval of his/her supervisor, accept additional part-time system employment of a temporary or intermittent nature (such as game attendant). As long as the work is occasional or sporadic and in a different capacity from that of the full-time job, all hours worked in the secondary job will be excluded in assessing hours worked for overtime purposes.
- 2.3 Full-time employees who accept additional employment that is more than temporary or intermittent are governed by System Regulation 33.99.06.

3. BENEFITS

Employee benefits (group insurance, leaves of absence, holidays, etc.) available to part-time employees may be determined by referring to the appropriate system regulation or by contacting the member's human resources office.

Related Statutes, Policies, or Requirements

[System Regulation 31.01.04, Longevity and Hazardous Duty Pay](#)

[System Policy 31.02, Employee Insurance and Retirement Benefits](#)

[System Regulation 31.02.02, Group Insurance Programs](#)

[System Regulation 31.03.01, Vacation](#)

[System Regulation 31.03.02, Sick Leave](#)

[System Regulation 31.03.03, Leave of Absence with Pay](#)

[System Regulation 31.03.04, Leave of Absence without Pay](#)

[System Regulation 31.04.01, System Holidays](#)

[System Regulation 31.06.01, Sick Leave Pool Administration](#)

[System Regulation 33.99.01, Employment Practices](#)

[System Regulation 33.99.06, Administration of Multiple Employment](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

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