

Policy: 5.35

Fringe Benefits for Part-Time Non-Instructional Employees

A part-time employee is considered to be anyone whose position does not require that he or she work twelve (12) months a year and/or is hired at an hourly rate of pay.

Employees who work less than thirty (30) hours per week shall receive time based on equitable proration to hours worked:

- Emergency Leave
- Sick Leave
- Childbirth Leave
- Personal Business Leave
- Worker's Compensation Insurance for those who work for the College
- Unemployment Compensation for those who qualify for benefits under Kansas Job Insurance

Employees who work at least 30 hours per week, in addition to the above benefits participate in the following:

- Kansas Public Employees Retirement Program
- Health, Major Medical, and Dental Insurance/Disability
- A Twenty-five Thousand Dollar (\$25,000) Accidental Death and Dismemberment Insurance provision
- Flexible Benefit Plan

10½ month employees do not accrue vacation.

These provisions are not applicable to student employees or those on work-study and other similar programs