




Temporary, Part Time and Probationary Employees

Article 33




Agenda

- Objectives
- Discussion Topics
 - Union Representation in reference to counseling
 - Part Time – Title 38 vs. Title 5/Hybrid
- Scenarios
- Questions
- What's Next?




Objectives

- By the end of this lesson, you will be able to:
 - Demonstrate an understanding of key concepts related to Temporary, Part Time and Probationary employees.
 - Describe significant changes found in Article 33.



Article 33 – Temporary, Part Time and Probationary Employees

- *****“The purpose of this article is to set forth the different provisions applicable to temporary, part time, and probationary employees for Title 5, Title 38 Hybrid (Hybrid), and Title 38 employees.”****




Article 33, Section 1A

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Article 33, Section 1 Union Representation

- 1B: Counseling session is generally remedial
 - No right to union representation
- 1C: If the counseling session becomes an examination linked to an investigation
 - Right to union representation as stated in Article 22, Section 1



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Article 33, Section 1 Union Representation



- *****“The Department agrees that the local union has the right to be represented at formal discussions between management and a probationary employee of the bargaining unit, where such discussions deal with personnel policies and practices and/or matters affecting working conditions.”****

Article 33, Section 1D

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**Article 33, Sections 2A & 3A
Temporary Employees**

**Title 5 / Hybrid Temporary employees
& Title 38 Temporary employees**

- Temporary employees may be separated at any time
- Typically receive two-weeks notice

*****"Except in egregious circumstances as demonstrated by an appropriate fact-finding, or when loss of funding or Full Time Equivalent Employee (FTEE) authority requires that notice be shortened."*** Article 33, Sections 2A & 3A**

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**Article 33, Sections 2B & 3B
Probationary Employees**

Title 5 / Hybrid	Title 38
One-year probation	Two-year probation
Performance standards within 30 days	Functional statement within 30 days
Ongoing communication	Ongoing communication
Performance assessment at 90 days	Performance discussion as needed
Can be terminated	Can be terminated after Summary Board Review

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**Article 33, Section 2B4
90-Day Performance Review**

- For Title 5/Hybrid probationary employees
- HR staff will contact the Supervisor regarding performance and adjustment to the job
- Where performance deficiencies are reported, Management will:
 - Explore courses of action with employee
 - Provide appropriate assistance
 - Share any form used to document deficiencies with the employee

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Article 33, Section 2C
Part Time Employees

32+ hours for more than four pay periods?
Consider temporary/permanent full time

Part time Title 5/Hybrids

Part time requests given "full consideration"

Employees can request FT to PT or PT to FT

Title 5/Hybrids - 16-32 hours/week

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Article 33, Section 3C
Part Time Employees

Perform duties on less than a full time basis

Part time Title 38

Part time requests given "full consideration"

Employees can request FT to PT or PT to FT

Regularly scheduled tour of duty of less than 80 hours/2week

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Article 33, Section 2C12
Part Time Conversion

- "Prior to an employee accepting conversion to part time status, the Department will advise the employee in writing of the effects of converting to part time employment as it relates to employee benefits."

Article 33, Section 2C12

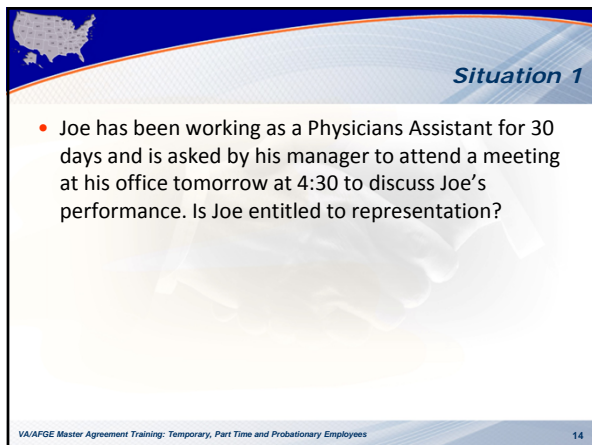
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Group Activity

Part Time, Probationary and Temporary Employee Situations

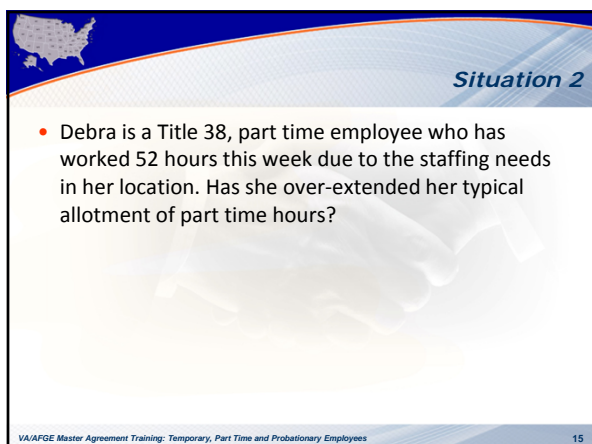
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Situation 1

- Joe has been working as a Physicians Assistant for 30 days and is asked by his manager to attend a meeting at his office tomorrow at 4:30 to discuss Joe's performance. Is Joe entitled to representation?

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Situation 2

- Debra is a Title 38, part time employee who has worked 52 hours this week due to the staffing needs in her location. Has she over-extended her typical allotment of part time hours?

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Situation 3

- Six months ago, John decided he wanted to move to part time employment as the result of the birth of his first child. Now under some financial pressure, he wants to return to his former full time position. Can he automatically do that?

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Questions

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What's Next?

Day Two Wrap Up



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