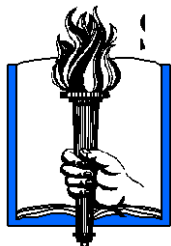


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Part-Time Personnel Wages, Hours, Benefits	Descriptor No: AD PER10	Effective Date: 1/96
Reviewed/Revised: 11/96; 6/08; 4/12; 2/14; 6/14; 9/18; 4/23		

1 **Definition of Part-time:** Any employee who works 29.5 hours or less per week on a regular
2 basis.

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4 **Salary or Wage Setting:** One-half current local salary schedule where applicable (existing half-
5 time E.A.'s) or hourly wage where applicable. (All part-time classified employees must be paid
6 an hourly wage.) Hourly wages to be determined according to local scale for job category where
7 applicable. In the absence of an existing job category scale, the hourly wage may be set at the
8 discretion of the Director of Schools but never for less than required minimum wage.

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10 **Hours:** Determined at the discretion of principal/supervisor but not to exceed 29.5 hours per
11 week on a regular basis. It is important to note that all hours count regardless of whether
12 working in more than one program. For example, a part-time MDA who is also working for ESP
13 cannot exceed a combined total of 29.5 hours on a regular basis. (Regular basis means more
14 than 26 weeks in a calendar year.)

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16 **In-service Days:** May be worked at discretion of principal

17 **Board Assigned Days:** May be worked at discretion of principal.

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19 **Personal Leave Days:** Classified—none; Certified—applicable to state law

20 **Sick Leave Days:** Classified—none; Certified—applicable to state law

21 **Vacation and/or Holidays:** None

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23 **Break Time:** None required for less than six (6) hours of work. A thirty (30) minute unpaid
24 break must be given after six (6) hours of work. (Any break for less than 30 minutes must be
25 paid.)

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27 **Lunch Time:** None.

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29 **Retirement Benefits:** None.

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31 **Insurance Benefits:** None.

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33 **Federal Income Tax:** Deducted beginning first day of work.

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The opportunity to participate in a tax sheltered annuity is extended to all employees of the Murfreesboro City School System, including substitutes, who normally work twenty (20) hours per week or more for the Murfreesboro City School System. Participation by the employee is strictly voluntary. An employee may elect to have the school system make contributions from the employee's salary pursuant to a salary reduction agreement. The salary reduction agreement allows the school system to withhold money from the employee's paycheck to be contributed directly into the 401(k) account for the employee's benefit.

Certain employees may be excluded. Among the employees who may be excluded are those who are participants in another TSA, non-resident aliens, certain students, employees whose maximum salary reduction contributions under the plan would be no greater than \$200, and employees who normally work less than twenty (20) hours per week.

Social Security: Deducted and matched beginning first day of work.

Moving from Full-Time to Part-Time: Unused vacation days are to be paid in full at termination of full-time employment. Unused personal days are to be converted to accrued sick leave at termination of full-time employment. Unused sick leave days are to be reported to the retirement system at termination of full-time employment but they are otherwise lost. They are not to be paid; they are not transferrable to the part-time position.