

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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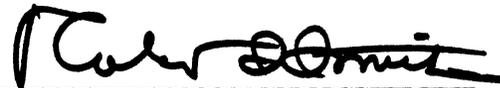
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SUBJECT: Department Part-Time Career Employment Program

This letter transmits a copy of the Department of Transportation's Part-time Career Employment Program. We will reissue this plan in the near future in the DPM interleaf format.



Director, Office of Personnel  
and Training

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## PART-TIME CAREER EMPLOYMENT PROGRAM

1. PURPOSE. This Order establishes the Part-Time Career Employment Program required by Chapter 34 of title 5, United States Code (U.S.C.). This continuing program is intended to:
  - a. provide part-time employment opportunities to potential and current Department employees at all grade levels through GS-15 (or equivalent) and in professional, administrative, technical, clerical, and trades occupations;
  - b. benefit the Department as an employer by increasing productivity and job satisfaction while lowering turnover rates and absenteeism;
  - c. provide management with flexibility in meeting work requirements and filling shortages in various occupations;
  - d. provide an alternative to individuals who need or desire shorter working hours; and
  - e. support affirmative action programs for minorities, women, and handicapped individuals.
2. SCOPE. This program applies to all components of the Department except the Alaska Railroad.
3. REFERENCES.
  - a. Chapter 34 of title 5 U.S.C., "Part-Time Career Employment Opportunities" codifies Public Law 95-437, the Federal Employees Part-time Career Employment Act of 1978.
  - b. Part 340 of 5 CFR and Federal Personnel Manual (FPM) Chapter 340 both titled "Part-time Employment" are Office of Personnel Management (OPM) regulations (5 CFR 340) and guidance materials (FPM 340).
  - c. Part 890 of 5 CFR and FPM Chapter 890 both titled "Federal Employees Health Benefits Program" are the OPM regulations (5 CFR 890) and guidance material (FPM Chapter 890). These existing materials have been revised to explain health insurance, retirement, and life insurance coverage for employees appointed under this program.
4. POLICY. Recognizing that many people would prefer or are only available for less than full-time employment, and that work and resources rarely equate to an exact number and mix of full-time people; it is the policy of the Department, to the extent possible within resources and mission requirements, to promote career part-time employment opportunities in positions through GS-15 and equivalent positions in other pay plans. Further, when appropriate officials determine that the effectiveness and efficiency of the Department will not suffer requests from career employees to change from full-time to part-time employment will be approved.

5. DEFINITIONS.

- a. Part-time Career Employment. Regularly scheduled work of from 16 to 32 hours per week performed by an employee of an agency as defined in 5 U.S.C. 3401 (a) through (f), who has an appointment in tenure group I or II and who becomes employed on such part-time basis on or after April 8, 1979.
- b. Tenure Group I. Applies to employees in the competitive service under career appointments who are not serving probation and permanent employees in the excepted service whose appointments carry no restrictions or conditions.
- c. Tenure Group II. Applies to employees in the competitive service serving probation, career-conditional employees, and career employees in obligated positions. It also includes employees in the excepted service serving trial periods, whose tenure is indefinite solely because they occupy obligated positions; or whose tenure is equivalent to career-conditional in the competitive service.

6. EXCEPTIONS. These regulations do not apply to any positions designated as temporary or intermittent, positions at GS-16 (or equivalent) and above, or to positions where a collective bargaining agreement establishes the number of hours per week. Operating Administrations may not make exceptions to employ persons on a permanent part-time basis for more than 32 hours per week. This prohibition does not restrict temporarily increasing an employee's hours of duty above 32 hours per week for limited periods to meet heavy workloads, permit employee training, etc. Nor does this prohibition apply to the employment of part-timers who were already working on a permanent part-time basis before April 8, 1979, for as long as they continue to work part time. Operating Administrations are cautioned to monitor the use of part-time employees to work more than 32 hours per week. Heads of Operating Administrations or their designee may authorize the employment of part-time workers for less than 16 hours per week if necessary to carry out their mission.

7. LABOR ORGANIZATION REPRESENTATION. If a labor organization has been accorded exclusive recognition with respect to a unit within the Department, non-managerial, nonsupervisory part-time career employees shall not be excluded from the unit solely on the basis that they are other than full-time employees.

8. PROGRAM RESPONSIBILITIES.

- a. General direction for the Department's Part-Time Career Employment Program is under the jurisdiction of the Assistant Secretary for Administration.
- b. The Director of Personnel and Training is assigned responsibility for the overall technical direction of the Program.
- c. The Department Coordinator, designated by the Director of Personnel and Training, is responsible for:

- 1) determining goals and timetables for part-time employment developed by the Operating Administrations;
  - 2) monitoring of the Department's Program;
  - 3) providing advice and assistance to the Operating Administrations' officials;
  - 4) consulting on the Program with interested parties in special emphasis areas, e.g., equal employment opportunity, selective placement, veterans, employee organizations, etc.;
  - 5) maintaining Departmental liaison with groups interested in promoting part-time opportunities, and
  - 6) preparing consolidated reports for transmittal to OPM and the Congress.
- d. Heads of the Operating Administrations or their designee, are responsible for providing general direction for their Programs. The Coordinator's responsibilities include:
- 1) overseeing development and implementation of part-time employment goals and timetables;
  - 2) consulting on the Program with interested parties, e.g., Equal Employment Opportunity and Federal Women Program officials, Handicapped Program coordinators, representative of employee unions, organization, etc.;
  - 3) keeping managers, supervisors, and employees informed on the basic rules covering part-time employment, and position management and work assignment techniques that can lead to the most productive use of part-time workers;
  - 4) maintaining liaison with groups interested in promoting part-time employment opportunities;
  - 5) monitoring progress in expanding part-time employment opportunities, and
  - 6) preparing reports on part-time employment for transmittal to the Office of Personnel and Training.

9. GOALS AND TIMETABLES.

- a. Each Operating Administration shall set annual goals for establishing or converting positions for part-time career employment, and establish timetables setting forth interim and final deadlines for achieving such goals. Goals for each fiscal year must be established and reported to the Office of Personnel and Training by October 31 of each year.
- b. The following factors should be considered in identifying part-time employment opportunities:

- 1) Mission and occupational mix;
- 2) Workload fluctuations;
- 3) Size of work force, turnover rate, and employment trends;
- 4) Potential for improving service to the public;
- 5) Affirmative action;
- 6) Geographic dispersion;
- 7) Current employee interest in part-time schedules;
- 8) Personnel ceiling and fiscal constraints, and
- 9) Availability of candidates for part-time career employment.

10. PROGRAM EVALUATION AND REPORTING.

- a. The Part-Time Career Employment Program will be subject to continuing review and evaluation as a part of the regular personnel management evaluations conducted by the Office of Personnel and Training and OPM. Program evaluation shall also be included in each Operating Administration's internal personnel management evaluation process.
- b. Operating Administrations are required to report twice each year to the Office of Personnel and Training on progress in meeting part-time employment goals, noting any impediments encountered and measures taken to overcome them. Program reports, as of March 31 and September 30 of each year, shall be submitted to the Office of Personnel and Training no later than April 30 and October 31, respectively. Reports must address the Operating Administrations' progress in meeting part-time career opportunities for older persons, handicapped individuals, persons with family responsibilities, and students.
- c. The Department Coordinator will review Operating Administrations' reports, and submit a consolidated report to OPM by May 15 and November 15 of each year.

11. PART-TIME EMPLOYMENT PRACTICES.

- a. Review of Vacant Positions. Each Operating Administration must establish procedures to review positions which become vacant to determine the feasibility of filling them on a part-time career employment basis. This review shall include consideration of factors such as those used to establish goals and timetables.

- 1) Operating Administrations are required to establish a sufficient number of new part-time positions to meet their established goals.
  - 2) Employees should be given the opportunity to request and receive consideration to switch from full-time to part-time schedules, on a voluntary basis. Full-time employees cannot be required to accept part-time employment as a condition of continuing employment.
  - 3) Operating Administrations shall not abolish any position occupied by an employee in order to make the duties of such position available to be performed on a part-time career employment basis.
- c. Notifying the Public of Part-Time Vacancies. Operating Administrations are required to keep the public informed of job opportunities through publicizing vacant part-time positions in Department-wide vacancy announcements; Federal Job Information announcements; and maintaining contact with State Employment Service Offices, schools, organizations, and other sources of recruitment.