

## **PART-TIME APPOINTMENT NEW HIRE**

### **P-1 Type 015 Part-time Appointment – New Hire**

Requires Approvals by: PA DEPT CERT COMP

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- Merit-covered employees have to be hired from a BrassRing list, therefore a BrassRing number must be provided in the P1.
- Non-merit employees do not require a BrassRing number for new employees. However, if the position is contract-covered it must clear recall.
- Verify address is no more than 20 characters (cannot go past the “G” on PAGE)
- Employee should be brought in at the minimum of the pay grade for the job class unless the employee has an approved Special Pay/Appointment Action form (M40).
- Mode of Pay should be set to “01 Hourly”.
- Hours Per Week entered **cannot** be 40. You **must** enter 39 hours or less. This is to ensure the employee gets paid correctly for holidays.
- All merit-covered employees should have an employee status of “03 Probationary (Merit)”.
- Non-merit, non-contract (at-will) employees **do not** serve a probationary period and should have an employee status of “11 Permanent (Nonmerit)”.
- Non-merit, contract-covered employees will serve a probationary period and should have an employee status of “01 Probationary (Nonmerit)”.
- The status expiration date should be set to exactly 6 months from the employee’s date of hire (i.e. if an employee was hired 02/03/2013, the status expiration date would be 8/03/2013).
- For AFSCME new hires or those that start on the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment.
- For non-AFSCME employees who do not start the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment **plus** one additional pay period.
- If the hire is from CBC, Regents, Judicial or Legislative Branch, you must enter remarks in the P1 stating where the employee is from, their employment dates, and whether or not there was a break in service. If there was a break in service, the employee would receive all new dates.
- If the hire is from DOT, enter the information provided by the DOT personnel assistant in the P1 remarks. This includes the employee’s job class at DOT, pay rate, step increase date and dates of employment. Also include the employee’s termination date at DOT because if there was a break in service the employee would be treated like a new hire.

#### **Administrative Rule 53.5 and 53.7(5)**

**53.5(8A) Appointment rates.** An employee shall be paid at the minimum pay rate for the class to which appointed, except in the following instances:

**53.5(1) Individual advanced appointment rate.** For new hires, reinstatements, or promotions of employees in contract classes, the appointing authority may request pay in excess of the minimum based on education and experience directly related to duties that exceed the minimum qualifications of the class. The appointing authority shall maintain a written record of the justification for the advanced appointment rate. The record shall be a part of the official employee file. All employees possessing equivalent qualifications in the same class and with the same appointing authority may be adjusted to the advanced rate. Individual advanced appointment rates are subject to prior approval by the department.

**53.7(5) Eligibility dates.** An employee’s pay increase eligibility date shall be set at the time of hire, and if the employee starts on the first working day of the pay period, it shall be the first day of the pay period

## **PART-TIME APPOINTMENT NEW HIRE CONTINUED**

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following completion of the employee's minimum pay increase eligibility period. Otherwise, it shall be the first day of the pay period following the date the employee starts work.

*a. General.* A new eligibility date shall be set when an employee receives an increase in base pay, except when transferring in the same pay grade to a different pay plan. Such date will be set at 52 weeks, except for new hires and employees who receive a pay increase as a result of a promotion, reclassification or pay grade change. The date for such employees shall be 26 weeks following the effective date of the action.

### **Step Increase Date**

For AFSCME new hires or those that start on the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment.

For non-AFSCME employees who do not start the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment **plus** one additional pay period.

#### Example:

Effective date of hire: 04/12/2013

Step increase date for AFSCME new hires or those that start on the 1<sup>st</sup> day of the pay period: 10/11/2013

Step increase date for non-AFSCME employees who start after the 1<sup>st</sup> day of the pay period: 10/25/2013