

PERMANENT PART-TIME APPOINTMENT

SOURCE: OHIO REVISED CODE 124.15, OHIO ADMINISTRATIVE CODE 123:1-19-04, & OHIO EPA ADMINISTRATION

CONTACT: OFFICE OF EMPLOYEE SERVICES

Permanent Part-time Appointment Policy:

1. Permanent part-time positions will be established based on the needs of the division, district or office.
2. Vacant part-time Bargaining Unit positions will be posted and filled in accordance with the current Bargaining Unit Agreement. Where filling a vacant permanent part-time position is not automatic under the terms of the contract, appointment is subject to the same employment policies as permanent full-time appointments. See [The Employment Process](#)
3. Permanent part-time appointments shall be made for individuals working a consistent number of hours fewer than 40 hours per week.
4. Existing filled permanent full-time positions will not be converted to permanent part-time until the position is vacated.
5. Employees on unpaid leave who wish to return to work before their leave expires may, at the discretion of the office, division and/or district chief, resume their duties part-time only for the remainder of the leave. Decisions to allow part-time work will be based on operational needs and cannot exceed six months.
6. Permanent part-time employees who work during a regular schedule will have their probationary period determined by the number of calendar days following appointment in the same manner as full-time employees. Employees who work an irregular schedule or who work less than the normal number of working days per week will have their probationary period determined by time actually worked.

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