

# STOCKTON UNIVERSITY

## PROCEDURE

### Part-Time Employment of Staff Members

Procedure Administrator: Associate Vice President for Human Resources  
Authority: N.J.S.A. 18A:64-8; N.J.A.C. 4A:1-1.1 et seq.; N.J.S.A. 34:11-56a et seq.)  
Effective Date: November 7, 1974; February 3, 1975; May 30, 2009; October 1, 2010;  
December 29, 2018; April 15, 2022  
Index Cross-References:  
Procedure File Number: 6104  
Approved By: Dr. Harvey Kesselman, President

This procedure sets forth the process to follow when hiring individuals for part-time staff positions.

**Permanent Part-Time Position** - An individual may be employed on a part-time basis to fill a permanent budgeted position. In the case of a classified title, the individual must meet the qualifications of the position and be eligible to take the appropriate Civil Service examination for that title. Unclassified appointments must meet the required qualifications of the position.

All permanent part-time employees are compensated through the regular payroll on a prorated basis. Likewise, pension contributions, vacation, sick leave and administrative leave are determined on a prorated basis. The State of New Jersey allows part-time employees

purpose of employment, must be reviewed by the Office of Human Resources and approved by the Divisional Executive or their designee. Completed I-9 forms must be verified within three business days of an employee's start date. A W4 is completed during the onboarding process. Both forms must be provided to the Payroll Office for all new employees.

Review History:

	Date
Procedure Administrator	02/16/2022
Divisional Executive General Counsel	03/01/2022