

Part-Time Employee Benefits



Defense Civilian Personnel Advisory Services (DCPAS)
Benefits, Wage & Non-Appropriated Funds Line of Business
Benefits & Work Life Programs Division
4800 Mark Center Drive, Suite 05G21
Alexandria, VA 22350-1100

Email: dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil
(703) 882-5197 or DSN 381-5197 FAX: (571) 372-1661

ELIGIBLE INDIVIDUALS

Part-time career employment means regularly scheduled work of 16 to 32 hours per week under a schedule consisting of an equal or varied number of hours per day. The Federal Employees Part-Time Career Employment Act 1978 (PL 95-437) applies to employees whose positions do not exceed the GS-15 pay rate. It does not apply to employment on a temporary or intermittent basis or to positions covered under a pre-existing collective-bargaining agreement that establishes the number of employment hours per week.

LEAVE

Part-time employees accrue annual and sick leave on a prorated basis according to their tour of duty. (Example: An employee with 2 years of Federal service working 48 hours per pay period will earn 1 hour of sick and annual leave for every 20 hours worked. The extra 8 hours are carried to the next pay period.)

Annual Leave Accrual Rate	Years of Service
1 hour per 20 hours in a pay status	less than 3 years
1 hour per 13 hours in a pay status	3 - but less than 15 years
1 hour per 10 hours in a pay status	15 or more

BENEFITS

The government's contribution to health and other benefits for part-time career employees is prorated on the basis of the number of hours such employees worked.

FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB)

Part-time employees working between 16 and 32 hours a week or between 32 and 64 hours biweekly are entitled to a partial government contribution in proportion to the number of hours they work in a pay period. The amount of the government contribution is determined by dividing the number of hours the employee is scheduled to work during the pay period by the number of hours worked by a full-time employee serving in the same or comparable position (normally 80 hours per biweekly pay period). That percentage is then applied to the government contribution made for full-time employees enrolled in that plan. The amount of the government contribution is then deducted from the total premium (government share plus employee share) and the remaining amount is withheld from the employee's pay.

Employees who served on a part-time basis **before April 8, 1979**, and who have continued to serve on a part-time position without a break in service; he or she is eligible for full government contributions.

If the employee became a part-time career employee (working 16 to 32 hours a week or 32 to 64 hours biweekly) **on or after April 8, 1979**; he or she is entitled to a partial government contribution in proportion to the number of hours scheduled to work in a pay period. The Human Resources Office determines if the employee is exempt or not from the provisions of the Public Law 95-437 regarding proration of the government’s contribution.

Example: The employee who works 48 hours per pay period is enrolled in a health benefits plan to which the government contribution is \$101.66 biweekly for full-time employees. The amount of the government contribution for this employee working 48 hours biweekly is as follows: Identify the amount of part time hours (48 hours) scheduled during a pay period divide by 80 ($48 \div 80 = .6000$). The next step is to multiply the government contribution for a full time employee which is \$101.66 by the factor using the chart (next page) to determine the part time government contribution rate ($\$101.66 \times .6000 = \61.00 part time contribution rate). Determine the difference between the government share and employee share ($\$101.66 - \$61.00 = \$40.66$). The amount of \$40.66 will be added to the employee’s share and withheld from their pay. The lower the number of scheduled work hours, the greater the employee’s premium.

The chart included on this document determines the factor to use depending on how many hours the employee worked. In the above example, .6000 is the factor for 48 hours.

FEHB CHART			
Hours Worked on a Regular Biweekly Schedule	Factor	Hours Worked on a Regular Biweekly Schedule	Factor
32	0.4000	49	0.6125
33	0.4125	50	0.6250
34	0.4250	51	0.6375
35	0.4375	52	0.6500
36	0.4500	53	0.6625
37	0.4625	54	0.6750
38	0.4750	55	0.6875
39	0.4875	56	0.7000
40	0.5000	57	0.7125
41	0.5125	58	0.7250
42	0.5250	59	0.7375
43	0.5375	60	0.7500
44	0.5500	61	0.7625
45	0.5625	62	0.7750
46	0.5750	63	0.7875
47	0.5875	64	0.8000
48	0.6000	<32 or >64	1.0000

Under “premium conversion,” the entire employee contribution will be pre-taxed unless the employee waives this option.

FEDERAL EMPLOYEES’ GROUP LIFE INSURANCE (FGLI)

The value of Basic and Option B is based on the employee’s basic pay applicable to the employee’s tour of duty in a 52-week work year. To determine the employee’s part-time annual salary, divide the annual salary by 52 weeks, and divide the product by 40 full time hours, multiplied by the part-time hours, multiplied by 52 weeks.

Example: $\$44,650 \div 52 \text{ weeks} \div 40 \text{ hours} \times 24 \text{ hours} \times 52 \text{ weeks} = \$26,790$.

Calculate the employee’s Basic Insurance Amount (BIA), multiply the full-time pay rate by the part-time factor (number of hours worked in a pay period divided by 80). The product is then rounded up to the next thousand plus two thousand.

The value of Option B is determined by multiplying the full-time pay rate by the part-time factor and then round that amount to the next thousand.

Example: Our employee who works 48 hours per pay period at a full-time pay rate of \$44,650 per annum has an annual pay for insurance purposes of \$26,790.

$\$44,650 \times .6000 = \$26,790$ – rounded up to the next thousand plus two thousand –

BIA = \$29,000. The value of Option B per multiple in this example is \$27,000.

The employee’s cost for Basic life insurance is \$.15 biweekly for each \$1,000 insurance in force (\$.15 x 29) or \$4.35 per pay period. The cost of Option B is based on the employee’s age and salary. To view the premiums for Option B, go to the Office of Personnel Management’s website: http://www.opm.gov/insure/life/rates/em_rates.asp.

RETIREMENT

ELIGIBILITY: Employees receive full-time credit for any part-time work performed.

ANNUITY: Part-time employee’s retirement benefits are prorated for computation purposes.

SURVIVOR BENEFITS: The survivor’s annuity is indirectly affected by the proration of the retiree’s annuity (due to the part-time service). The benefits are derived by a percentage of the basic annuity.

SOCIAL SECURITY: There is no difference in treatment between full-time employees and part-time employees with respect to Social Security retirement eligibility, disability and survivor benefits.

THRIFT SAVINGS PLAN (TSP): There is no difference in eligibility to contribute to TSP between full-time and part-time employees. TSP contributions are based on actual earned salary.

FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP): There is no difference in treatment between full-time employees and part-time employees with respect to participating in the program. FLTCIP calculates the initial cost of the employee's plan, known as premium, based on the employee's age on the date they receive an employee's application and the selection of benefit options.

FLEXIBLE SPENDING ACCOUNTS (FSAFEDS): There is no difference in treatment between full-time employees and part-time employees with respect to participating in the program. The Federal Flexible Spending Account Program, known as FSAFEDS, is a tax favored benefit that allows you to set aside pretax money from your paychecks to pay for a variety of eligible dependent and health care expenses. Enrolling in FSAFEDS will lower the amount of income tax you pay because the amount you allot to your FSAFEDS account(s) is not taxed. You can end up saving anywhere from 20% to 40% on eligible products and services.

FEDERAL EMPLOYEE DENTAL AND VISION PROGRAM (FEDVIP): There is no difference in treatment between full-time employees and part-time employees with respect to participating in the program. These supplemental dental and vision benefits are made available to Federal and U.S. Postal Service employees, retirees, and their eligible family members, and the law gives OPM broad contracting authority to leverage the purchasing power of Federal enrollees to provide comprehensive benefits with competitive premiums. FEDVIP is not part of the FEHB program, and it is different from any supplementary dental and vision product your FEHB plan may offer.