

**TOWN OF PIERCEFIELD
POLICY AND PROCEDURES MANUAL**

Permanent Part Time

Permanent Part Time is any non-appointed or non-elected position. An employee who works a total of 20 hours per week on a year round basis will be considered a permanent part time employee.

Vacation/Sick/Personal Days

Tier A - hired before 6/12/2007	Tier B - hired after 6/12/2007
Personal days and vacation cannot accumulate, sick days can accumulate	Same as Tier A
Each employee is entitled to 3 personal days per year which must be used before January 1 st	Each employee is entitled to 1.5 personal days per year which must be used before January 1 st .
Each employee is entitled to 4.5 sick days per year. These days can accumulate up to 610 hours or 82.5 days. Upon separation from service, employees are paid up to 82.5 days. See Page 14 section c.	Each employee is entitled to 2.25 sick days per year. These days can accumulate up to 305 hrs or 41.25 days Upon separation from service, employees are paid up to 41.25 days. See Page 14 section c.
Each employee is entitled to vacation per following schedule. 2.5 days after one year of service 5 days after two years of service 7.5 days after ten years of service 10 days after twenty years of service Upon separation from service, employees are paid up to 10 days.	Same as Tier A

Retirement

All Permanent Part Time employees are entitled to join the NYS Retirement System in accordance with retirement system rules and regulations. **A notice to new employees is attached as Appendix H.**

Wages

Permanent Part Time employees will be paid at the same hourly rate as part time employees.