

DEPARTMENT OF THE INTERIOR  
**DEPARTMENTAL MANUAL**

Personnel

370 DM Addition to FPM

Chapter 340 Other Than Full-Time Career Employment

370 DM 340,1.1

**Subchapter 1. Part-time Career Employment**

**1.1 Policy.** It is the policy of the Department to make part-time employment opportunities available at all grade levels up to GS-16 or equivalent as long as it does not seriously interfere with mission and function of the Department.

**1.2 Program Coordination.** The Director of Personnel, is responsible for overall administration of the DOI part-time career employment program.

**A.** The Chief, Division of Employment, Office of Personnel, by delegation from the Director of Personnel, serves as the Departmental coordinator and is responsible for:

- (1) Providing Departmentwide coordination of program operations.
- (2) Overseeing implementation and operation of program goals and timetables throughout the Department.
- (3) Preparing required consolidated agency reports on part-time employment.
- (4) Responding to bureau requests for advice and assistance on part-time employment.

**B.** The head of each bureau (and bureau level office) is responsible for:

- (1) Establishing a part-time employment program consistent with the intent of P.L. 95-437, and DOI requirements.
- (2) Ensuring that managers, supervisors, and employees are appropriately informed of the basic requirements of part-time career employment; and informed of position management and work assignment techniques that can lead to the most productive use of part-time workers.
- (3) Designating a bureau coordinator for the program who will, as appropriate:
  - (a) consult on the bureau's part-time employment program with interested parties in special emphasis areas (Federal Women's Program and Hispanic Employment Program Managers, Selective Placement Program Coordinators, etc.) and with employee organizations; maintain liaison with groups interested in promoting part-time employment opportunities.

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(b) respond to requests for advice and assistance on part-time employment within the Department.

(c) monitor progress in expanding part-time employment opportunities.

(d) report on part-time employment as required by DOI and the Office of Personnel Management (OPM).

C. The DOI will report twice a year to the Office of Personnel Management on the part-time employment program (0218-OPM-SA). Bureau reports are due to the Office of Personnel (PPM) April 30 for the period October 1 to March 31, and October 31 for the period April 30 to September 30 of each year. The program will also be reviewed through internal personnel management evaluations.

### 1.3 Goals and Timetables.

A. On an annual basis, as a part of the budget process, management is responsible for establishing goals for part-time career positions or converting full-time positions to part-time, and developing a time-table setting forth interim and final deadlines for achieving the goals. Decisions on part-time employment will be based on such factors as mission, occupational mix, workload fluctuations, affirmative action, geographic dispersion, effect on providing services to the public, and employee interest in part-time employment.

B. Positions which become vacant shall be reviewed for feasibility of utilizing part-time career appointments. Part-time positions will be advertised in accordance with the principles set forth in the merit promotion plan to fill vacancies. Employees may request and receive consideration to switch from full-time to part-time schedules. Requests to convert from full-time to part-time should be addressed in writing to the employee's immediate supervisor and include all reasons for the request. The immediate supervisor or manager with input from the bureau coordinator will decide whether or not to grant the request. Employees requesting a change from full-time to part-time employment will be advised by their servicing personnel office of effects on pay and fringe benefits.

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Subchapter 2. Career Seasonal Employment

2.1 Appropriate Usage. In the Department seasonal employment is intended for use in a wide variety of recurring situations. However, it is not intended for use as a permanent substitute for performing permanent year round work.

2.2 Condition of Employment and Documentation. Since a seasonal employee is subject to periodic layoff and recall as a condition of employment, it is paramount that a candidate understand and agree to these conditions prior to actually entering on duty. Employment conditions will be set forth in writing and will include a statement to be signed and dated by the prospective employee (Example is provided in Illustration 1). The agreement should be attached to the employee's copy of the SF-50 and a reference to the agreement should be included under "Remarks."

2.3 Conversion of Career-Seasonal to Full-Time Permanent Employment. Employees accepting less than full-time permanent employment will be advised that there is no guarantee that they will subsequently be converted to full-time permanent employment. If a possibility of conversion to full-time permanent status exists, appropriate information must be provided in vacancy notices and requests for certification (see 370 DM 315,7). Employees should be advised that they may apply for any full-time permanent position for which they qualify.

2.4 Action to Change the Duty and Pay Status of a Career-Seasonal Employee. The SF-50 will be used to place a career-seasonal employee in or out of duty and pay status for continuous periods in excess of 80 hours. For short periods of 80 continuous hours or less, career-seasonal employees may be placed in or out of duty and pay status by use of bureau time and attendance reporting procedures.



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Subchapter 3. On-Call Employment.

3.1 Appropriate Usage. The Department encourages the use of on-call employment in situations where work that is to be performed occurs over an extended block of time, i.e., at least one month or more, but is not considered to be recurring in nature on a seasonal basis.

3.2 Coverage. If bureaus have the need to implement an on-call program, appropriate guidelines and procedures must be established and approved by the Director of Personnel. Any bureau contemplating the use of on-call workers must be sure that the proper conditions exist and that appropriate planning takes place.



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Subchapter 4. Intermittent Employment.

4.1 Purpose. In the Department intermittent employment is used to augment the full and part-time work force during emergencies and heavy workloads or when the workload temporarily exceeds the capacity of the permanent work force.

4.2 Appropriate Use of Intermittent Employment. Intermittent is not a type of appointment nor does it affect the tenure of employment. It is a work schedule intended for use where work assignments are sporadic and unpredictable and where a regularly scheduled tour of duty cannot be set in advance of actual work performance. The term "WAE" (when actually employed) heretofore referred to designate intermittent employment is obsolete and should not be used. Intermittent employment is not appropriate for a position which could be filled by a regularly scheduled, i.e., full or part-time employee.

4.3 Personnel Ceiling. Paid straight-time hours worked by intermittent employees count against the Full-time Equivalent (FTE) work year personnel ceiling.





Statement of Conditions of Employment

Position \_\_\_\_\_

Title, Series, Grade, and Number

Name of Incumbent \_\_\_\_\_

This position is filled under the following conditions of employment:  
(Check the appropriate block.)

Career-Seasonal

1. The employee's tour of duty will be 8 hours per day, five days per week when in a pay status.
2. This appointment is seasonal in nature and does not provide for employment on a full-time year-round basis. The employee will work or be in a pay status at least 13 pay periods and generally not more than 25 pay periods in any service year. When the employee's services will not be required at certain times due to lack of work, lack of funds, or weather conditions, the employee will generally be in a nonwork and nonpay status. However, he or she may elect to be placed on annual leave and remain in pay status for a portion of the period so long as the employee's total period in pay status does not exceed 25 pay periods in any service year.

It is expected that you will work at least \_\_\_\_\_ pay periods per year.

Part-Time-Variation in Tour of Duty and Total Hours of Work

1. The employee will work a scheduled tour-of-duty totalling \_\_\_\_\_ hours per week. .
2. The tour of duty and total hours per week of work and pay may be decreased from time-to-time due to conditions such as lack of work, lack of funds, and weather.

Tour of Duty \_\_\_\_\_

Indicate days and hours worked each day.

Intermittent

1. The employee has no prescheduled tour-of-duty.
2. The nature of work is sporadic and unpredictable so that a tour-of-duty cannot be regularly scheduled in advance.



Mixed Tour

1. The workload of this position varies during the year.
2. The employee will work part-time during a portion of the year and full-time or intermittent for the remainder. The employee's work schedule will be changed from part-time to full-time or intermittent as workload dictates.

It is expected that you will work at least \_\_\_\_\_ pay periods per year.

Statement of Employee

I fully understand and accept the conditions of my employment as stated above.

Signature \_\_\_\_\_

Date \_\_\_\_\_