

**UNDERSTANDING OF SPECIAL CONDITIONS
OF PART-TIME WORK SCHEDULES**

The following conditions of employment with the U.S. Fish and Wildlife Service are applicable to persons serving under part-time work schedules:

1. The approval for such action is at supervisory discretion.
2. There is no guarantee that this position will be able to return to a full-time work schedule.
3. The hours worked on a pre-established part-time work schedule are between 16 and 32 each week.
4. Annual leave and sick leave will be prorated each payperiod.
5. Health benefits will be prorated for part-time service. The government's contribution of health benefit costs is 60 percent for a full-time service employee; therefore, the government contribution would be only 30 percent for an employee working 20 hours each week.
6. The annual basic pay for life insurance purposes is the basic pay applicable to a tour of duty in a 52-week workyear. (For example, if the annual salary for a position is \$20,000 per year but employment is half-time, the annual basic pay for insurance purposes would be \$10,000.)
7. Part-time service is creditable in the computation of retirement annuity based on actual hours worked. The annuity is prorated to reflect the difference between part-time and full-time service.
8. The amount matched by the government in the Thrift Savings Plan (TSP) will be based on actual hours worked each payperiod.
9. Holiday pay will only be received for actual hours scheduled for work.
10. Qualifications will be prorated for the period under which a part-time work schedule is held.
11. A part-time work schedule does not impact the service computation date (SCD), the time to complete a probationary period (if applicable), the waiting period for with-in grade increases (WGI), nor the time it takes to reach career tenure.

I have read and understand the conditions of part-time employment as described above.

Signature

Date

Original: OPF
Copy: Employee

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