

WORK HOURS FOR PART-TIME HOURLY PERSONNEL

Part-time hourly work is limited to 25 hours per week.

Waiver Provision:

Where extenuating circumstances require service in excess of 25 hours per week in one or more jobs at the same or different Miami-Dade County Public Schools work locations, prior written authorization must be secured through written request for waiver by the immediate supervisor. Approved waivers are to be maintained with payroll records and are to be provided to auditors upon request.

A waiver form is available at the following web address:

<http://forms.dadeschools.net/webpdf/6647.pdf>

The waiver provision serves to accommodate unusual circumstances which will only last for short periods (generally not to exceed six weeks per year). It is not intended to be used for regularly scheduled duties which, in essence, cause individuals to work full-time without benefits. Written request for waivers must specify the employee(s) by employee number, job(s), number of hours, and length of time, and must be submitted on a timely basis.

Compensation Administration

Mail Code: #9317

Fax # (305) 995-7045