



County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

December 31, 2024

Part-Time Employees

Dear Reader:

The following document was created from the CTAS website (ctas.tennessee.edu). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

The University of Tennessee
County Technical Assistance Service
226 Anne Dallas Dudley Boulevard, Suite 400
Nashville, Tennessee 37219
615.532.3555 phone
615.532.3699 fax
www.ctas.tennessee.edu

Table of Contents

Part-Time Employees	3
----------------------------------	----------

Part-Time Employees

Reference Number: CTAS-1092

Employers may not want to provide the same benefits to part-time employees that full-time employees enjoy. So that there is no confusion on this issue, personnel policies should include a statement defining "part-time employee" and discussing the role and benefits of the part-time employee. The recordkeeping procedures of the Fair Labor Standards Act, provisions on discrimination and sexual harassment, breaks, and in-line-of-duty injury are all areas that affect part-time employees. However, benefits such as health insurance, sick leave, vacation time, holidays, bereavement leave, and other types of paid leave are often not extended to the part-time employee, and this should be clearly established in the policies. Because there is no law that establishes the maximum number of hours worked by part-time employees, the employer's policy must define this point.

Source URL: <https://www.ctas.tennessee.edu/eli/part-time-employees>