

**PART-TIME EMPLOYEES**

The assignment and duties of part-time employees shall be directed by the Superintendent or his/her designee, and they shall be evaluated on an annual basis by their supervisor(s).

For purposes of eligibility for health insurance benefits, part-time employees are those defined as those employees working less than thirty (30) hours per week and/or being paid on an hourly basis and not on an annual salary basis. No part-time employee shall be eligible to receive any health insurance benefits.

Ten month part-time employees shall be notified prior to June 30<sup>th</sup> of the current school year as to their continued employment in September of the forthcoming school year so as to meet requirements of the New York State Department of Labor regarding unemployment benefits.

North Merrick residents will be given every consideration when hiring for part-time positions and proper notification of openings shall be made by advertising.

It is the practice of the school district to require and verify references and background information, within the constraints of the law, of all potential employees to ensure that they meet the high standards of our District.