



## Oneida County Civil Service

Oneida County Department of Personnel  
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### **NOTICE TO PROSPECTIVE PART-TIME EMPLOYEE**

*Oneida County Civil Service Rule 1(5)*

**“PART-TIME EMPLOYMENT” MEANS ANY EMPLOYMENT OR COMBINATION OF ONE OR MORE EMPLOYMENTS IN A CIVIL DIVISION IN WHICH AN INDIVIDUAL WORKS FIFTY PERCENT OR LESS OF THE TIME PRESCRIBED AS THE STANDARD WORK WEEK BY THE GOVERNING BODY OR OTHER APPROPRIATE AUTHORITY OF THE CIVIL DIVISION OR WHEREIN THE EMPLOYEE EARNS NOT MORE THAN ONE-HALF (1/2) OF THE RATE ASSIGNED TO THE POSITION IF THE POSITION HAS BEEN ALLOCATED TO A GRADED SALARY SCHEDULE OR IF NOT ASSIGNED TO A SALARY SCHEDULE THE EMPLOYEE EARNS FIFTY PERCENT OR LESS OF THE ENTRY LEVEL SALARY.”**

This is the rule that governs your work hours and allows the Commissioner of Personnel to certify the appropriate payroll for payment up to one-half the normal workweek. Payment for more than the prescribed hours is **NOT AUTHORIZED**. You are hereby advised that if you have questions regarding this limitation, you should contact the Oneida County Personnel Department.

You are asked to sign and date this form on the line indicated below. The original will remain with your personnel file, and you will receive a copy. Your signature indicates that you have been given an opportunity to ask the Oneida County Personnel Department questions regarding this limitation, that all questions have been answered, and that you understand that this is a **PART-TIME** position, and you can only work up to one-half the normal work hours per week.

**I acknowledge by signing below that I am a part-time employee, and as such can only work up to one-half the normal work week. I also understand that if my position is not currently competitive, but is competitive on a full-time basis, it must be filled competitively if it becomes full-time.**

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Signature of Part-Time Employee

\_\_\_\_\_  
Title of Part-Time Position(s)

\_\_\_\_\_  
Department/Jurisdiction

\_\_\_\_\_  
Date