

OTSEGO COUNTY CIVIL SERVICE
PART-TIME & VOLUNTEER EXPERIENCE POLICY

www.otsegocountyemployment.com

Verifiable part-time and volunteer experience must be related to the field in which applicant is meeting an experience requirement of the minimum qualifications. When evaluating part-time and volunteer experience, the time credited will be prorated, based on part-time or volunteer hours worked related to the full-time hours of the position to which applicant applied. (See Part-time/Full-time Equivalency Chart)

Volunteer experience in emergency services, such as emergency medical services, firefighting, and emergency preparedness, shall be defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a member of an emergency services department. Time spent in fund-raising, parades, or social or sporting events will not be credited. The time claimed must be verified by the submission of copies of official department documents. A letter from the department chief/director without substantiation by official documents is insufficient.

PART-TIME / FULL-TIME EQUIVALENCY CHART

Credit Amount...	Full-Time = 21 hours	Full-Time = 25 hours	Full-Time = 30 hours	Full-Time = 35 hours	Full-Time = 37.5 hours	Full-Time = 40 hours
No Credit	Less than 4.0	Less than 5.0	Less than 6.0	Less than 7.0	Less than 7.5	Less than 8.0
20% Time	4.0 - 8.0	5.0 - 9.5	6.0 - 11.5	7.0 - 13.5	7.5 - 14.5	8.0 - 15.5
40% Time	8.5 - 12.0	10.0 - 14.5	12.0 - 17.5	14.0 - 20.5	15.0 - 22.0	16.0 - 23.5
60% Time	12.5 - 16.5	15.0 - 19.5	18.0 - 23.5	21.0 - 27.5	22.5 - 29.5	24.0 - 31.5
80% Time	17.0 -20.5	20.0 - 24.5	24.0 - 29.5	28.0 - 34.5	30.0 - 37.0	32 - 39.5
Full Time	21 + hours	25 + hours	30 + hours	35 + hours	37.5 + hours	40 + hours

Step 1. Select column that most nearly approximates the number of hours that represents full time for the job/municipality.

Step 2. Going down the column, select the hour band that represents the number of hours worked by the candidate.

Step 3. Select the Credit Amount indicated in the left hand column that is in the same row as the hour band of the hours worked; determine the amount of MQ credit to award for the employment period, i.e., none, 20%, 40%, 60%, 80% or Full Time

For example:

...If a Job/municipality full time hours = 35 hours and candidate worked in a job for 12 hours per week for 30 months, the candidate would be given 6 months credit toward meeting the minimum qualifications (30 months X .20)

...If a Job/municipality full time hours = 35 hours and candidate worked in a job for 17 hours per week for 30 months, the candidate would be given 12 months credit toward meeting the minimum qualifications (30 months X .40)