

HHS Transmittal: 96.24

Personnel Manual

Issue Date: 9/20/96

Material Transmitted:

None.

Material Superseded:

HHS Instruction 340-1 (all)

Delegation Regarding Part-Time Employment (all)

Background:

This Instruction has been revised consistent with recent changes in the organization of HHS, and in support of HHS administrative initiatives calling for more streamlined rules and greater delegations of authority.

Effective immediately, HHS Instruction 340-1, Part-time Career Employment Program, dated April 15, 1980, and its accompanying delegation of authority by memorandum, dated December 22, 1993, are abolished. The main issue in this Instruction, establishing tours of duty of less than 16 hours a week, is covered under the general authority to set hours of work in HHS Instruction 610-1, Establishing and Administering Work Hours, Work Weeks, and Work Schedules, dated June 17, 1996. Further, Federal sector entities are no longer required by the Office of Personnel Management to submit reports on part-time employment.

Part-time employment programs in this Department still must be carried out in accordance with applicable laws, regulations, bargaining agreements, and this issuance.

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