EARLY CHILDHOOD EDUCATOR PAY EQUITY FUND

Part-Time Employee Guidelines for the Early Childhood Educator Pay Equity Fund

Beginning in fiscal year 2026 (FY26), the Office of the State Superintendent of Education (OSSE) will pro-rate base awards for facilities employing part-time employees, in accordance with the current child development facility (CDF) payroll funding formula. Beginning in quarter one, the base award for employees working less than 30 hours per week will be pro-rated by 70 percent. This does not change the minimum salary or hourly wage requirement for part-time employees. Rather, it targets the CDF payroll funding formula to more precisely allocate funding based on the number of full-time and part-time educators employed by a facility.

To implement the updated CDF payroll funding formula, child care providers participating in the Early Childhood Educator Pay Equity Fund must indicate in the Division of Early Learning Licensing Tool (DELLT) whether eligible educators are part-time or full-time employees by the quarterly deadlines for updating staff records set by OSSE. This guide provides details on distinguishing between full-time and part-time employees.

Definition of Part-Time and Full-Time Employees for the Early Childhood Educator Pay Equity Fund

For the purposes of the Early Childhood Educator Pay Equity Fund, a **part-time employee** is any staff member who works fewer than 30 hours per week on average or on a regular basis. A **full-time employee** is any staff member who works 30 or more hours per week on average or on a regular basis.

Child care providers participating in the Early Childhood Educator Pay Equity Fund are required to upload offer letters or contracts for eligible early educators in DELLT. The offer letter or contract should indicate the employee's anticipated hours or work schedule, which should note whether the employee is expected to work 30 hours or more a week on a regular basis.

Deviations for the regular work schedule over a particular period of time do not change the assignment of an employee as a part-time or full-time worker. For example, a full-time worker who experiences an illness and works less than 30 hours in one week would still be considered a full-time worker for purposes of the Early Childhood Educator Pay Equity Fund.

Applying the Minimum Salary Requirements

Child care providers participating in the Early Childhood Educator Pay Equity Fund must pay eligible educators regular hourly wages or annual salaries, by role and credential, that meet or exceed the established minimum salaries for each educator type unless the provider has a waiver of minimum salary requirements approved by OSSE. The minimum annual salaries assume an employee works full-time, year-round. Child care providers may choose to use the minimum hourly wages when determining pay for their part-time employees.

Is my employee part-time or full-time?

The following scenarios offer examples of part-time versus full-time employees for the purposes of the Early Childhood Educator Pay Equity Fund:

Scenarios	Full-time vs. Part-time Employee for the Early Childhood Educator Pay Equity Fund
An employee's regular weekly schedule totals 25 hours per week.	This employee is considered a part-time employee under the Early Childhood Educator Pay Equity Fund because they regularly work fewer than 30 hours per week.
An employee's regular weekly schedule totals 35 hours per week.	The employee is considered a full-time employee because they regularly work more than 30 hours per week.
An employee's regular weekly schedule totals 35 hours per week. Last week, the employee took five hours of accrued leave.	The employee is considered a full-time employee because they regularly work more than 30 hours per week. The use of paid or unpaid leave does not affect whether an individual is considered a part-time or full-time employee.
An employee who regularly works 35 hours per week only works 20 hours one week due to illness or personal reasons.	The employee is considered a full-time employee because they regularly work more than 30 hours per week. This one-time deviation does not change the employee's classification as a full-time employee.
An employee is hired to work 40 hours per week but frequently calls out or leaves early, consistently working fewer than 30 hours per week without using accrued leave or providing valid justification.	The employee would be considered full-time because their contract or offer letter notes their regular hours exceed 30 per week. If the employer issues a change in the employee's regular work schedule to less than 30 hours per week, the part-time status should be updated in DELLT and a new offer letter or contract should be signed, dated by the employer and employee and uploaded in DELLT.