

Seniority Date and Service Credit

HR



About This Policy

Effective Date:

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Responsible University Office:

University Human Resources

Responsible University Administrator:

Vice President and Chief Financial Officer

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Scope

This policy applies to all Staff employees.

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Policy Statement

The university uses seniority dates and service credits to determine employees' time off accrual rates, terminal pay limits, university and occupational unit seniority, and eligibility for other forms of accruals and privileges.

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Procedure

1. Use of University Seniority Date and Occupational Unit Seniority Date

a. These dates are used to determine university and occupational unit seniority in the personnel policies listed below. This list is not exhaustive. See the specific policies for details.

- Promotions and Transfers and Filling Positions
- Reduction in Force
- Overtime (assignments)
- Vacation (scheduling)
- Shift Preference

2. Uses of University Service Credit University service credit is used to determine time off accrual rates, identify eligibility for higher time off accrual rates, and determine terminal pay limits. It is also used as a factor in determining recipients in service recognition programs.

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Definitions

1. *University seniority date*

- a. Staff employees hired before January 1, 2003: The university seniority date is the date from which employment has been continuous in an appointed position including any continuous employment as a Temporary employee immediately preceding the appointed position at the same or greater percentage as the appointed position. This date is obtained from the existing HRIS database.
- b. Staff employees hired on or after January 1, 2003: The university seniority date is the date from which employment has been continuous in an appointed position. It excludes any employment as a Temporary employee. This date is obtained from the HRMS database.

2. *Occupational unit seniority date*

- a. Staff employees hired before January 1, 2003: The occupational unit seniority date is the date from which employment has been continuous in an appointed position in the current occupational unit, including any employment in the occupational unit as a Temporary employee at the same or greater percentage as the appointed position. This date is obtained from departmental employment records.
- b. Staff employees hired on or after January 1, 2003: The occupational unit seniority date is the date from which employment has been continuous in an appointed position in the current occupational unit. It excludes any employment as a Temporary employee. This date is obtained from the HRMS database.
- c. Positions classified as Professional (PA) in all salary plans are considered to be in the same occupational unit. Each classification other than PA is considered to be a separate occupational unit. A list of **occupational units** is contained on the campus HR Web site.

3. *University Service Credit*

- a. University service credit is the total amount of time, as defined below, that a person has been employed with the university. It is reported as either the number of years, months and days of service (e.g. 6 years, 5 months, 3 days) or as a percentage of years e.g. 6.42 years).
- b. Continuing Staff employees hired before January 1, 2003: The university service credit is based upon the adjusted service date (or university service date if no adjusted service date exists) contained within the HRIS database plus any employment in appointed and Temporary with Retirement positions after January 1, 2003.
- c. Staff employees hired on or after January 1, 2003 who had periods of employment before that date in an appointed position: The university service credit will be based upon the adjusted service date (or university service date if no adjusted service date exists) contained within the HRIS database plus any employment in appointed and Temporary with Retirement positions after January 1, 2003.
- d. Staff employees hired on or after January 1, 2003 with no university employment before that date: The university service credit will include all periods of employment in appointed positions plus periods of employment in Temporary with Retirement positions.
- e. Staff employees continue to accrue university service credit during unpaid leaves of absences for the following reasons:
 - FMLA
 - Non-FMLA Medical (Such leaves are limited to one year.)
 - Military
 - Temporary Reduction in Force
- f. Staff employees do not accrue university service credit during discretionary unpaid leaves of absence for reasons such as education, political leave of absence, and other voluntary leaves.

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Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.