



CREDITING OF SERVICE POLICY

Approved April 2009

The purpose of this Policy is to recognize and credit a period of prior employment for those Faculty and Staff members who have been rehired at Centenary University and who meet certain criteria for purposes of Faculty Staff Recognition Awards and vacation accrual rate, as applicable.

Eligibility

Rehired Faculty and Staff are eligible to apply for crediting of service if they meet all of the following criteria:

1. Prior employment was in a "regular" position with authorization for regularly scheduled work at a minimum of 1,000 hours per calendar year.
2. The period of prior employment was for at least 9 continuous months for full-time Faculty, or at least 12 continuous months for eligible Staff.
3. The break in service from Centenary University was not greater than 36 months.
4. The rehired employee has completed 9 continuous months actively working in a full-time Faculty position, or 12 continuous months actively working in a Staff position.
5. Is rehired in a "regular" position with authorization for regularly scheduled work at a minimum of 1,000 hours per calendar year

Please Note: Ineligible for this Policy: Adjunct Instructor employment, temporary employment, per diem employment, other contracted employment, subcontracted employment, any other non-regular type of employment and employment which ended due to employment-at-will or discharge for cause.

Application for Crediting of Service

To apply for crediting of service, the Crediting of Service Application Form must be completed and submitted to the Human Resources Department prior to May 15. The Human Resources Department will review Crediting of Service Applications to verify that the information agrees with Human Resources records. If Human Resources Department records are unavailable, the employee will need to provide documentation. The Human Resources Department will review the Crediting of Service Application and determine if prior service is eligible for credit in accordance with this Policy. The notice of approval or denial of crediting of service will be issued to the employee in writing.

Faculty Staff Recognition Awards

Employees who have received written notification with Human Resources Department approval that their prior Centenary University service has been credited, will have their service date adjusted in Human Resources for the purpose of determining honorees for the Faculty Staff Recognition Awards for the following calendar year.

Vacation Eligibility

Staff who have received written notification with Human Resources Department approval that their prior Centenary University service has been credited are eligible to have their prior credited service applied to their current length of service for purposes of determining the accrual rate for vacation time in accordance with the Vacation Policy.



Accrual rates will only be adjusted prospectively, once each year effective July 1, providing the Crediting of Service Application Form has been received in the Human Resources Department by no later than May 15. The Payroll Office will receive notification of the approved/denied crediting of service forms for purposes of calculating vacation accrual, as applicable.

Example:

- A full-time Faculty member was hired September 1, 2001 and worked until May 20, 2003 when they left the University. In that position they worked one year and 9 months.
- They were rehired seven months later on January 2, 2004 into a full-time Faculty position and they remain employed full-time.
- On March 1, 2009 they submit the Crediting of Service Application Form to the Human Resources Department.
- As of July 1, 2009: This person previously worked one year and 9 months and 5 years and 6 months in their more recent employment. Therefore, total years of service are 7 years and 3 months. The service date would be adjusted prospectively as of July 1, 2009 for purposes of Faculty Staff Service Awards.
- If this person were a Staff member, the Payroll Office would note their Crediting of Service adjusted date of hire for purposes of vacation accrual in accordance with the Vacation Policy.

Date of Hire

Please note that the employee's rehire date remains as the employee's hire date.

The Crediting of Service adjusted hire date applies only to Faculty Staff Recognition Awards and vacation accrual rate, as applicable.



Crediting of Service Application Form

Name _____

Current Title _____

Current Department _____ Telephone Extension _____

Prior Employment Information

1. My prior dates of employment at Centenary University were:
Prior Hire Date _____ Prior Termination Date _____
2. My prior period of employment was for a minimum of 9 months in a Faculty position, or 12 months in a Staff position: (check one) _____ Yes _____ No
3. My prior position was (title) _____
4. My prior position was in the Department of _____
5. My immediate Supervisor/Manager/Chair was _____
6. I was regularly scheduled to work: _____ hours per week; _____ months per year
7. My break in service from Centenary University was not greater than 36 months: _____ Yes _____ No
8. Name, if different, during prior employment: _____

Current Employment Information

9. I have been re-hired and have worked in my current position at Centenary University as a full-time Faculty member or a full-time Staff member: (Check one): _____ Yes _____ No
10. My **REHIRE** date at Centenary University was _____
11. After rehire, my regularly scheduled hours per week are _____
12. After rehire, my current position is for (circle one) 9, 10, 11, 12 months per year.

By submitting the Crediting of Service Application I am applying for crediting of service based on my prior employment with Centenary University and I certify that all of the information above is true to the best of my knowledge.

Printed Name

Signature

Date

To Be Completed by the Human Resources Department

Approved _____

Not Approved _____

If not approved, reason: _____

Director of Human Resources

Date

cc: Copy to Payroll Office