I. Purpose/Introduction/Rationale

The purpose of the policy is to define the criteria by which an employee who transitions from temporary to regular status will be granted service credit applicable to their eligibility waiting periods and accrual tiers for the following employee benefits: 403(b) retirement plan employer contributions, Paid-Time Off (PTO), short-term disability and tuition remission.

II. Definition

Adjusted Service Date – This date is used for tracking service as an employee, and is used for determining eligibility for employee benefits except 403(b) retirement plan employer matching contributions.

Seniority Date – this date is used for tracking service that is applicable exclusively to the eligibility waiting period for 403(b) retirement plan employer matching contributions.

III. Procedure or Application

This policy applies to casual, temporary employees who are subsequently appointed to regular positions of 1000 hours or more per year without a break in service.

To qualify for service credit applicable to the waiting periods and accrual tiers for PTO, short-term disability, and Tuition Remission, the employee’s service must have been gained while employed on a temporary basis in a vacant regular position budgeted at 1000 hours or greater immediately prior to their conversion to regular status in that same position. In such cases, the employee will be granted an Adjusted Service Date which reflects the date that their temporary appointment began.

Adjunct instructors may qualify for an Adjusted Service Date if employed continuously during the entire academic year prior to the date of conversion to regular status with no break in service. Adjunct instructors may receive up to a maximum of 6 months credit towards service.

Casual part-time or temporary staff employees hired to supplement the regular work force are not eligible for an Adjusted Service Date applicable to the above benefits when hired into regular positions.

Service in any casual part-time or temporary status will apply toward eligibility waiting periods for 403(b) retirement plan employer contributions when converted to regular status with an appointment effort of 1000 annual hours or greater, provided there is no break in service and the employment term as a temporary has not extended beyond one year from their anniversary date. In such cases, the employee will be granted a Seniority Date which reflects the date that their temporary appointment began.
began. In cases where the term of casual part-time or temporary service extends beyond 1 year, the employee will be granted a **Seniority Date** that coincides with their most annual anniversary date.

### IV. Related Policies or Applicable Publications

N/A

### V. Appendices/Supplemental Materials

N/A

### VI. Rationale for Revision

Previous policy did not distinguish between Adjusted Service and Seniority Dates, and their different applications in tracking service toward benefit eligibility for 403(b) retirement plan employer contributions, Paid-Time Off (PTO), short-term disability and tuition remission.