

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Employment**
Standard: **SERVICE AND ANNIVERSARY DATES**
Section #: **A-7**
Effective: September 3, 2008

See Also: Leave without Pay; Reduction in Force; Layoff; Service Awards; Seniority; Performance Planning and Evaluation; Merit and Performance Awards; Rehire Following Resignation; Promotions; Compensation Administration; Leaves of Absence (All)

GENERAL STANDARD

Service dates are the basis for calculating periods of continuous service and are used for accrued paid time off benefits, seniority calculation, retirement service credit and other employment purposes. Anniversary dates are used to establish conditions for certain employment and compensation actions, as described in these Standards.

DEFINITIONS

Service Date is an employee's original hire or rehire date(s) with the Authority. For employees who transferred from the San Diego Unified Port District on 1/1/2003, the date of hire reflects the most recent date of hire by the Port District.

Continuous service is the time an employee continuously is employed by the Authority, less any period of leave without pay for which service credit is not granted. If an employee is rehired after a break in service, the rehire date will be recognized as the date for which a new continuous service period begins.

Break in Service is the termination of Authority employment for any reason (voluntary or involuntary), unless the employee is rehired within seven calendar days.

Anniversary Date is the date the employee was appointed to his/her current position.

SPECIFIC STANDARDS

- ❑ Employees accrue service credit for continuous employment with the Authority, beginning on their original date of employment and including time worked, time off with pay, and leave without pay where specifically provided in these Standards. Employees do not accrue service credit for periods of leave without pay of 30 days or more, except in the cases of unpaid family and medical, pregnancy disability leave, workers' compensation, military leave, and any other similar leaves where mandated by law.
- ❑ Continuous service credit is used to determine accrual rates for paid time off benefits; determine eligibility for benefits, including retirement; and for calculating seniority for purposes such as conducting reductions in force and layoffs.
- ❑ Employees who formerly were employees of the San Diego Unified Port District ("SDUPD") and were hired by the Authority on January 1, 2003, without any break in service, shall retain and transfer to the Authority their prior SDUPD service employment dates and continuous service credit.
- ❑ A former SDUPD employee who is hired by the Authority after January 1, 2003, and not as part of the "start-up" of Authority operations, will have a service date reflecting the date of hire by the Authority.
- ❑ An employee who originally was an employee of the SDUPD and who was hired by the Authority at the commencement of Authority operations in the same or equivalent job classification shall retain his/her SDUPD anniversary date.
- ❑ An employee's *service date* (or original hire or rehire date) is changed only for the following reasons:
 - The employee takes an unpaid leave of absence of more than 30 days duration. The employee's original service date is adjusted by the length of the unpaid leave of absence, rounded to the nearest whole week. An adjustment in service dates is *not* made for unpaid family and medical, pregnancy disability leave, workers'

compensation, military leave, and any other similar leave where mandated by law.

- The employee terminates employment with the Authority and subsequently is rehired. The employee's service date is the date of rehire, except as provided to former eligible employees rehired within seven calendar days of their resignation date. (See the Standard, ***Rehire Following Resignation***)

Service date is the date used for all employees for benefits accrual purposes, as specifically set forth in the Authority's benefit plans.

For Classified Service employees, *anniversary date* is the date on which any merit salary increases may be effective, said increases being based on the annual performance evaluation.

PROCEDURE

A representative of the Human Resources Department will determine the new service and anniversary dates for an employee returning from an unpaid leave of absence of more than 30 days duration. The new date is documented in the personnel record, generally on the Personnel Action Form, as noted by the manager. (See ***Leave of Absence Standard***.)

The Human Resources Department staff maintains records on employee service and anniversary dates and continuous service credit.