



SUBJECT: Anniversary Date	EFFECTIVE: July 2003 REVIEWED: May 2011 REVISED: August 2022
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.02	CROSS REFERENCE:

Purpose

To establish the date used for determining length of service.

Definitions

Initial Anniversary Date: The first of the month of hire if the actual date of hire occurs on or before the fifteenth (15th) of the month. An employee’s initial anniversary date will be the first of the following month if the actual date of hire occurs on or after the sixteenth (16th) of the month.

Anniversary Date (to the classification): The first of the month (as defined above) from when an employee has a classification change resulting from promotion, demotion, transfer, reclassification, etc, for consideration of step increases, end of probation and seniority for layoff and recall.

Continuous Service Date: The first day an employee worked in an authorized position, or the day designated by the city as the continuous service date in recognition of prior service credit or absences from work or employment. Time worked in an internship or as a temporary, on-call, or seasonal employee does not count toward to the continuous service date.

Scope

Applies to all employees.

Policy

The initial anniversary date shall be used for determining vacation accruals and the starting point of an employee’s probationary period to the city. The anniversary date to the classification determines the timing of step increases and end of probation to the classification and seniority for layoff and recall. The continuous service date shall be used for determining length of service with the city and in connection with any matters involving seniority with the city.

Procedures

An anniversary date is established when an employee first begins a probationary period for a regular status position, not including internships, or time worked in a temporary, on-call, or seasonal status.

All changes to classifications resulting from promotion, transfers, etc., result in the establishment of a new anniversary date (an anniversary date to the classification) for consideration of merit increases, eligibility for end of probation and seniority rights.

An employee who voluntarily resigns and whom the city later rehires shall have a new continuous service date established and will not receive service credit for previous employment.

A regular status employee who has been recalled from a layoff eligibility list will receive prior service credit for the length of service prior to the layoff. The city will calculate the number of calendar days the employee was not employed by the city and adjust the anniversary date accordingly.

Employees who are on an unprotected leave of absence without pay for 15 consecutive calendar days or more shall have their continuous service date adjusted by the total number of calendar days they are on such leave, unless otherwise specified in applicable federal or state regulation governing the particular type of leave such as workers' compensation, protected family leave, or military leave.

Responsibilities

Human Resources: Track and record the anniversary dates for employees.