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December 2011

4.219 Seniority

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Seniority Policy 4.219	
Human Resource Policies		Effective date: December 6, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	December 6, 2011
Revised			
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees except those members of a recognized collective bargaining unit

I. Introduction and Purpose

Antioch University (“AU” or the “university”) uses employee seniority in establishing certain employment rights and benefits. This policy establishes the guidelines and terms regarding the calculation, accrual and loss of seniority for all employees at the university except those members of a recognized collective bargaining unit. While the university uses seniority to establish eligibility for various benefits, rights and entitlements, this policy does not itself create any substantive rights or benefits. It is intended merely to establish rules for the computation of seniority.

II. Policy and Guidelines

Seniority is calculated and administered as per the following guidelines for covered employees:

A. “Seniority” is defined as university-wide seniority and is based on the length of service with AU regardless of which campuses, programs or geographical locations the employee has worked. Former service with a closed campus or unit of the university is included unless there has been a “break in service” as defined below. University seniority is the number of completed years, months and days of regular service to the university. For employees who have had no break in service, their seniority date is their date of hire. For employees who have had a break in service, their seniority date is their most recent date of hire unless otherwise noted below in section C.

B. Breaks in Service

An employee’s seniority will be lost due to a “break in service.” For purposes of university policies, a break in service occurs if the employee is terminated, non-renewed or voluntarily quits employment for reasons of resignation or retirement. Employees who are laid off for lack of work will incur a break in service and lose their seniority unless they are re-employed within one year from the date of separation. Those employees, who are restored to employment within one year of a layoff, will return to work with their original seniority date.

C. Employees who are on an approved leave of absence will not incur a break in service and will return to work with their original seniority date.

D. Employee retirement plans, health insurance plans and other university sponsored welfare benefit plans (“Plans”) may provide for other service or break-in-service rules. Those Plans may also require certain waiting periods for benefits to become effective upon re-employment. Where there is any conflict with the provisions of this policy, the Plan documents shall prevail.

E. Adjunct faculty and other similarly situated employees cease to accrue seniority at the time the limited engagement ends. As a result, the seniority dates starts afresh if/when a reengagement occurs.

F. Employees with questions about seniority dates should consult with the Director of the Office of Human Resources.