

PRIOR SERVICE CREDIT FAQ

Q – Is prior service credit awarded automatically?

A – ONLY when an employee is reemployed due to a previous Reduction in Force is credit awarded automatically. **However, please NOTE:** if a reemployed employee has exempt or classified service that predates the RIF position, for which they have not previously applied, they will not be awarded credit automatically. Service that predates the RIF position for which there is no application on file will not be awarded with an application and supporting documentation.

Q – Does prior service credit have anything to do with an employee's retirement date?

A – No, prior service credit adjusts an employee's service date for leave accrual and, in the case of exempt and classified service, Reduction-in-Force seniority as well as rate of leave accruals earned each pay period. Questions pertaining to retirement service dates should be directed to the Retirement division of the Office of the State Treasurer.

Q – What defines the effective date of prior service credit?

A – The effective date of prior service credit, which adjusts the service date in HCM for RIF and/or leave accruals, will be either the date stamp signifying receipt at the Agency or Department level or the first day of the pay period following successful completion of an original probationary period – whichever is later. In the absence of a date stamp from the employing Agency or Department, the effective date will be the date of receipt at the Department of Human Resources.

Q – Are employees in limited service positions eligible to apply for and receive prior service credit?

A – In reference to prior service credit, once an original probationary period is successfully completed, limited and permanent status employees are entitled to the same rights and privileges to receive credit for prior service.

The definition of permanent status, as referenced in the various Agreements, applies to an employee who has completed an original probationary period and is occupying a permanent classified position.

Limited status, as defined in the various Agreements, is a condition which applies to an employee who has completed an original probationary period and who is occupying a limited

service classified position. An employee with limited status is entitled to all the rights and privileges of a permanent status employee except reduction in force and reemployment.

Q – Why is there a six-month delay with processing a prior service credit application when a classified employee is rehired as a restoration – meaning they are not serving an original probationary period?

A – The Sick Leave article in the various Bargaining Agreements state that an employee shall be credited with a bank of sick leave days on which s/he may draw during the first six months of service. In addition to receiving a bank of sick leave, employees who are restored accrue annual leave upon completion of the first complete pay period in service.

The accrual of annual leave coupled with the bank of sick leave becomes an issue if the adjusted service date results in an accrual rate higher than the 0-5 year rate. The bank of sick leave would be awarded at a lower rate than the annual would accrue if the service date was adjusted during the first six months.

If an employee is restored, the prior service credit application is processed after the initial six-month period. Any retroactive leave accruals are awarded based on the adjusted service date when the credit of time results in an accrual rate higher than the rate upon original hire (0-5 years).

Q – Will temporary prior service credit adjust an employee's service date to the first day I worked as a temporary employee?

A – Not necessarily. Temporary prior service credit awards a specific number of days, months and/or years based on the total number of hours actually worked in temporary service. In addition, temporary prior service credit cannot allow more credit than if the employee had worked full-time. In cases where temporary service would result in a service date that predates the original hire, the date becomes the original date of temporary hire.

Q – What type of earnings codes count toward an employee's temporary prior service credit?

A – All hours actually worked count toward the calculation to adjust an employee's service date. Hours worked include overtime hours.