
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 801
EFFECTIVE DATE: 12/02/08
REVISED: 12/15/16
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: SENIORITY

I. Policy:

Two types of seniority will be established within the County:

1. County Seniority - County seniority shall be calculated on the basis of calendar days of continuous service since the date of hire for employees hired on or before June 30, 2005. County seniority shall be calculated on a prorated basis based on actual hours scheduled to be worked since the date of hire for employees hired on or after July 1, 2005.
2. Job Classification Seniority - Job classification seniority shall be calculated on the basis of calendar days of continuous service since the date of appointment to the job classification for employees hired on or before June 30, 2005. Job classification seniority shall be calculated on a prorated basis based on actual hours scheduled to be worked since the date of appointment to the job classification for employees hired on or after July 1, 2005.
3. Break in Service - Occurs when an employee resigns, is discharged for cause or retires. However, County seniority accrued prior to layoff shall be continued upon recall and reemployment. Job classification seniority may be continued provided the employee is rehired into the same job classification. Should there be a voluntary interruption or break in service, seniority shall commence as of the date of last entrance into County service. Approved leaves of absence shall not be considered as breaks in service.

II. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.