



Dates of Employment Policy

Policy Topic: Dates of Employment Policy
Policy Contact: Human Resources
Version: II
Effective Date: 07/01/2022
Approved By: HR/Legal/City Manager

Application

The provisions in this policy apply to all employees.

Statement of Policy:

1. Original Hire Date
 - a. The original date of hire is the first date an employee began working at the City in a part or full time position.
2. Hired In Current Job
 - a. The hired (in current job) date is the date an employee started in their current position.
3. Termination Date
 - a. The termination date is the date that an employee’s employment with the City ceased.
4. Retirement Date
 - a. The retirement date is the date that an employee’s employment with the City ceased due to an employee electing to retire.
5. Rehire Date
 - a. The rehire date is the date an employee was rehired by the City in a part or full time position.
6. Adjusted Service Date
 - a. When a former City employee is rehired, the employee may be eligible for service credit for the prior employment period. If so, an adjusted service date will be calculated.
 - i. Previous Service Credit
 1. Service is defined as any continuous employment of thirty or more days as a full-time City employee.
 2. Part-time and/or seasonal work does not qualify.
 - ii. Adjusted Service Date Calculation
 1. An adjusted service date is calculated based on all previous full-time service, as defined above, and applies when there has been a break in employment.
 - a. A break in employment is a period of time that begins on the termination date and ends on the rehire date.
7. Adjusted Accrual Date
 - i. An Adjusted Accrual Date will be calculated under the following conditions:
 - a. When a former City employee is rehired (and they are eligible for leave), their leave accrual rate upon rehire will be determined as follows:
 - i. If a former employee with less than one year’s prior service is rehired, the employee’s leave accrual rate will be based on their rehire date.
 - ii. If a former employee with more than one year’s prior service is rehired, and the period of prior service exceeded the duration of the period of absence, the employee’s leave accrual rate will be based on their adjusted accrual date.
 1. Previous Service Credit

- a. Service is defined as any continuous employment of thirty or more days as a full-time City employee.
- b. Part time and/or seasonal work does not qualify.
- 2. Adjusted Accrual Date Calculation
 - a. An adjusted accrual date is calculated based on all previous full-time service, as defined above, and applies when there has been a break in employment.
 - i. A break in employment is a period of time that begins on the termination date and ends on the rehire date.
 - ii. The adjusted accrual date and corresponding accrual rate will not be based on the accrual rate upon separation, it will be based on employment dates.
 - b. If a former employee with more than one year’s prior service is rehired, and the period of prior service does not exceed the duration of the period of absence, the employee’s leave accrual rate will be based on their rehire date.
 - c. If a new hire with no prior experience with the City has prior VRS designation and service with another VRS participating municipality, the City will calculate an adjusted accrual date to count those VRS service years using the same method described above.
- 8. Virginia Retirement System (VRS) Dates
 - a. VRS maintains a set of dates for each eligible employee, independent of the dates listed above.
 - i. Employees should contact VRS to obtain their VRS related dates.

Interpretation and Administration

The City Manager and Human resources are responsible for the interpretation and administration of this policy and its various provisions. The City of Waynesboro has the authority to change, modify, or approve exceptions to this policy at any time without notice.

Revisions and Approvals

Date	Version	Approver	Change Description
07/01/2022	II		Added C. under Section 7.