

In-Service Date Adjustment

1035.1 PURPOSE

This policy provides guidelines and procedures for in-service date adjustment.

1035.2 POLICY

It is the policy of the City of Santa Ana to adjust employee in-service dates in accordance with federal, state and municipal codes and/or statutes.

1035.3 PROCEDURE

If an employee is on unpaid leave for a period of more than 15 consecutive calendar days for any reason except an absence under the City's workers' compensation program, their In-Service date will be adjusted for the amount of time they were absent while on unpaid leave. City Human Resources will provide Police Department Human Resources with the newly adjusted In-Service Date. Police Department Personnel will then (using the new date) adjust the employee's In-Service Date based on job classification.

For example: if an employee began their employment as a Correctional Officer and later became a Police Service Dispatcher and went on unpaid leave for a period of more than 15 consecutive calendar days, their In-Service Date will be adjusted by City Human Resources. City Human Resources will then give the new In-service date to Police Department Human Resources who will then adjust the In-Service date of the employee (using the new date) as a Police Service Dispatcher. This may or may not change the seniority ranking for the employee in the new job classification.

If an employee resigns as a regular (full time) employee in good standing and is either rehired or reappointed the employee will lose all previous seniority and shall be considered a new employee for seniority, vacation and sick leave purposes. (SAMC Section 9-114)

Part-time employees accrue no employment seniority but may be given seniority privileges in consideration with other part-time employees in the same work classification.