

NUMBER: B-6

TITLE: REHIRES

POLICY: SNU will give service credit to those employees who have previously worked on campus as a regular full time employee. Their service date will be adjusted to reflect the prior employment.

If an employee previously held a regular full time position on campus, the previous full time service will be “bridged” if the separation from the campus was less than one year. The new service date will be adjusted backward by giving credit for the previous service.

PROCEDURE: A service date is established when an employee secures a regular full time position on campus. All benefits, including retirement contributions, health insurance, and vacation accrual will be determined by this full time service date.