

CITY OF COMMERCE ADMINISTRATIVE POLICIES

DATE OF HIRE/ANNIVERSARY DATE

1.0 PURPOSE

To establish definitions and a policy for administering the date of hire and anniversary date for City employees.

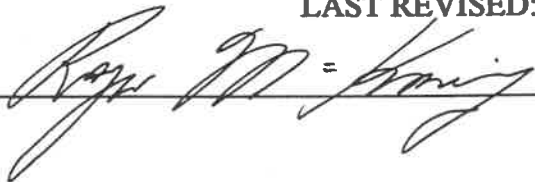
2.0 POLICY

- 2.1 Date of hire will mean the effective date of the individual's employment with the City.
- 2.2 Anniversary date will mean the date the employee began his/her employment in the most recent position.
- 2.3 A regular employee who is promoted, demoted or transferred will have his/her anniversary date changed to the effective date of the promotion, demotion or transfer.
- 2.4 A regular employee returning from a leave of absence without pay will have his/her anniversary date extended by the same length of time the employee was on leave without pay.
- 2.5 There will be no change in an employee's anniversary date when there has been a reallocation of an employee's position to a new classification title when there have been no recent, abrupt and/or significant changes in assigned tasks and responsibilities.
- 2.6 An employee reinstated to the same position or a position in the same class following layoff from the City will have his/her anniversary period extended by the same length of time as the duration of the layoff.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



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