

Category: 300  
Number: 334

Subject: **CONTINUOUS LENGTH OF SERVICE**

1. PURPOSE: The purpose of this policy is to define and establish a system to measure continuous length of service in order to improve the quality of personnel administration in the County.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.
5. DEFINITIONS:
  - 5.1 Continuous length of service for a County employee is that period of employment with Saginaw County that is considered unbroken.
6. POLICY:
  - 6.1 Probation. Continuous service is not recognized until the employee attains the status of a regular employee at which time his/her length of service shall include the period of his/her probationary service.
  - 6.2 Temporary Service. Full-time temporary service, when the employee was hired through competitive selection that is unbroken and immediately precedes the transfer of an employee to a regular position shall be given full credit toward continuous length of service.
  - 6.3 Regular Part-time Service. Regular part-time employees are given half credit for continuous length of service if it immediately precedes regular full-time employment regardless of the number of hours actually worked. Regular full-time service is given full credit towards regular part-time service.
  - 6.4 Part-time Service. Part-time service shall not be credited toward continuous length of service.

- 6.5 Leave of Absence. Time spent on approved leaves of absence shall be included in continuous length of service, if the leave of absence lasts no longer than six months; however, it will not be credited toward Paid Time Off (PTO) (Refer to the Paid Time Off Policy), or in the computation of step increases on the salary schedule. Any leave of absence lasting longer than six months shall not be counted towards an employee's continuous length of service.
- 6.6 Break In Service. Continuous length of service shall be considered as broken for the following reasons:
  - 6.6.1 An employee resigns or retires.
  - 6.6.2 An employee is dismissed.
  - 6.6.3 An employee fails to return at the expiration of an approved leave of absence.
  - 6.6.4 An employee is absent for three (3) consecutive workdays without properly notifying the employer.
  - 6.6.5 An employee is sentenced to any time in jail or a correctional facility.
  - 6.6.6 Employees whose service is broken by other than discharge in accordance with this paragraph and who are re-employed within 30 days may retain their length of service less the period of unemployment only upon immediate approval of the Department Head or elected official active at the time of re-employment.
- 6.7 Layoffs. Employees laid off for lack of work, lack of funds or for other reasons requiring a cut-back in personnel and who are recalled or rehired within one year from the date of lay-off, shall retain their continuous length of service.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002