

SUBJECT: DETERMINATION OF SENIORITY

Seniority is calculated based on actual number of days worked.

In the event there is a tie in length of service, the tie will be broken in the following descending order:

- a) Effective Date - date employee commenced work;
- b) Appointment Date - date of Board Resolution;
- c) Order of appointment by the Board, with the first appointment being the seniority position;
- d) Date of receipt of application;
- e) If the above results in identical seniority, the date and time of the initial formal employment interview will be used;
- f) Leaves of absence without pay shall be deducted from the calculation of an employee's seniority.

State and Civil Service rules/regulations supersede Board policy.

Note: Ties in seniority for Civil Service Competitive positions will be referred to Civil Service exam scores per Civil Service regulations.

Part-time personnel have no seniority rights. If changed from part-time to full-time, seniority begins as of the full-time appointment. If, at the request of BOCES, a full-time appointment is made into a part-time appointment in the same tenure area, seniority will continue to accrue to the part-time appointment. If such a request is made by the employee, no accumulated seniority will be lost but none will accrue during the time the employee serves in the part-time appointment.

A teaching employee who is filling a leave of absence position as a regular substitute teacher will accrue no seniority credit unless such employee is subsequently appointed to a probationary appointment in the same tenure area, in which case the employee will receive seniority credit for services performed as a regular substitute teacher and rendered immediately prior to or subsequent to the probationary appointment in the same tenure area to a maximum of two years.

A seniority list of all personnel will be kept on file in the Human Resource Services Office.

Adopted: February 13, 2002