Credit for Prior Service (20.023)

Introduction
Under certain circumstances, Brown will recognize and provide appropriate credit for prior service to the University.

Policy Statement
Employees who leave Brown's employ after a minimum of one year of continuous service and who are then rehired may be eligible upon return to have certain benefits restored or waiting periods waived. To qualify, employees must be in good standing at the time they leave Brown. No credit for prior service is given if the employee is rehired more than one year after the most recent period of employment ceased.

Employees who are rehired must serve a probationary period except if they return to the same job in the same department.

All periods of service to Brown may be added together for purposes of determining eligibility for the "Years of Service" awards.

If the new position is eligible, employees will be eligible to participate in the health plan, retirement plan, long term disability and the dental plan the first of the month following rehire, provided they were eligible to and did participate in each program prior to leaving Brown; otherwise, all stipulated waiting periods apply.

Sick time accrual on department records at the time the employee leaves Brown (up to a maximum of 12 days) will be restored by the hiring department. Previous time worked will be credited towards eligibility for the two-days-per-month vacation time accrual rate for employees in nonexempt positions. Vacation time will have been paid out, so vacation accrual will start with zero days in department records.

Responsibilities
Employee: Employees are responsible for ensuring that University Human Resources is aware of prior service to Brown.

Human Resources: Once notified, University Human Resources is responsible for calculating credit for prior service and ensuring it is entered into appropriate record keeping systems.

Related Policies
- Probationary Periods
- Vacation Time
- Sick Time

Policy Owner Approved by Vice President for Human Resources

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