

City of Mission Viejo Personnel Policy

Subject: ANNIVERSARY DATES

Purpose:

To define dates to be used in determining length of service for various employment and benefit matters.

Related Policies:

Performance Reviews

Wage Administration

Policy:

1. The service anniversary date for regular employees shall be the first day of work in the most recent period of continuous service.
 - a. An employee who terminates and later is re-hired shall be considered a new employee on the first day of work of the new appointment.
2. The service anniversary date for employees of the Mission Viejo Community Services District who became employees at the time of incorporation shall be the first day of work for the most recent period of continuous service with the Community Services District.
 - a. An employee who was employed by the Mission Viejo Community Services District who terminates and later is re-hired by the City shall be considered a new employee on the effective date of the new appointment.
3. If a part-time/seasonal/temporary employee is appointed to a regular position, his/her anniversary date shall be the first day of regular employment with the City for the most recent period of continuous service.
 - a. A part-time/seasonal/temporary employee who becomes a regular employee shall be considered a new employee on the effective date of the appointment to regular status.
4. If an employee is promoted, his/her service anniversary date will remain unchanged (see Paragraph 1, 2 & 3 above), however, his/her performance review date will be based on the date the promotion becomes effective (see Performance Reviews policy).

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.