

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Continuity of Service

**POLICY NUMBER:** 3070

**3070.1** For probationary and regular employees in all classifications, length of continuous service with the Library District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

**3070.2** Continuous service with the Library District will start with the date of employment and continue until one of the follow occurs:

**3070.2.1** An employee is discharged for cause;

**3070.2.2** An employee voluntarily terminates his/her employment; or,

**3070.2.3** An employee is laid off.

**3070.3** Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

**3070.3.1** Absence by reason of industrial disability;

**3070.3.2** Authorized absence without pay for less than (thirty) 30 days in a calendar year; or,

**3070.3.3** Absences governed by applicable state and/or federal laws such as military or National Guard service, California Family Rights Act and California Family Medical Leave Act.

**3070.4** A re-employment list will be maintained by the Library District. The re-employment list will be used to determine the order in which previous employees will be employed when other than regular work is available and additional employees are needed. The list will be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list will be rehired to fill a vacant position within a specific job classification if:

**3070.4.1** He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

**3070.4.2** He/she has seniority, as defined above.

**3070.5** When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 3070.4, above, will be called. If an individual is called to work three (3) times without being available to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the Library District that he/she has taken a regular position elsewhere and is unavailable to work for the Library District.

**3070.6** Although persons working in other than regular employment generally do not accrue length-of-service for purposes of benefits, promotions, demotions, or layoffs, service as a temporary employee shall count towards length of service in the following situations only:

**3070.6.1** Previous regular employees who were laid off and called back for work not being regular in nature will accumulate length-of-service as they work on an "hour-for-hour basis.

**3070.6.2** Temporary employees who are hired for a position having regular status will have previously earned service as a temporary employee converted to earned length-of-service.

Adopted 02/27/2006