FIU | FLORIDA INTERNATIONAL UNIVERSITY

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OFFICIAL UNIVERSITY POLICY

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SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
SENIORITY (PBA)	June 21, 2011	1740.233

POLICY STATEMENT (R*)

A. Seniority shall be defined as continuous paid service within the job classification, provided, however, that any unauthorized absence for three (3) or more consecutive days shall be considered a break in service. Seniority shall be computed from the date of appointment. In the event that an employee who has been promoted into a higher grade is subsequently demoted and/or returns to a lower grade, he or she will resume the seniority level that had accrued in the lower grade before the promotion, and the accrued seniority in the higher grade will not be added to the previously earned seniority in the lower grade. Seniority shall accumulate during absence because of illness, injury, vacation, military leave or other authorized paid leave. Employees on authorized unpaid leave shall not lose previously accrued seniority.

B. Seniority shall govern vacations for each calendar year, and shall be determinative in shift assignment (including campus), days off, and vehicle and equipment assignment, except in the event of an emergency.

C. In the event of a vacancy in any division or unit (not a promotional vacancy) seniority will be considered.

D. The University shall maintain a roster of employees arranged by job classification, according to seniority showing name, position class and seniority date.

HISTORY (R*)

Adopted: November 14, 2008; Readopted: June 21, 2011.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Employee and Labor Relations
Division of Human Resources
11200 S.W. Eighth Street, PC 236
Miami, Florida 33199
Telephone: (305) 348-2079

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**R = Required   *O = Optional