



Vacation Length of Service Credit Policy For MAPE and MMA employees

Purpose:

Fond du Lac Tribal and Community College (FDLTCC) permits Minnesota Association of Professional Employees (MAPE) and Middle Management Association (MMA) employees to request vacation length of service credit for previous public and private sector work experience that is directly related to the employee's current position at the College. The approval is at the discretion of the appointing authority as outlined below.

Policy Language:

New Hires

The Human Resources department has the authority to negotiate vacation accrual for MAPE and MMA employees at the time of hire. The time credited shall not exceed a maximum of ten (10) years or the salary step at which they are placed, whichever is less.

Existing Employees

Vacation length of service credit may be requested when the employee meets all of the following conditions:

1. Employee must be in a position covered by the MAPE or MMA bargaining units;
2. Employee must be hired on or after July 1, 2017;
3. Employee must be currently working in a vacation eligible position;
4. The previous public or private sector work experience must be in a vacation eligible position;
5. The employee must have been appointed to State service within four (4) years of separation from the former employer;
6. The previous work experience must be directly related to the employee's current State position;
7. Employee did not receive vacation length of service credit at time of hire.

Requesting employees must complete the Vacation Length of Service Credit Request Form and associated Prior Employer Vacation Verification Form. The Vacation Length of Service Credit Request Form shall be submitted to the Human Resources Director. The employee must then forward the Prior Employer Vacation Verification Form to their previous employer(s) indicating that the form must be returned to the HR Director within thirty (30) calendar days of the employee's request, as instructed on the form.

New employees hired on or after October 16, 2019, who did not receive service credit at the time of hire, must initiate a request with the HR Director within thirty-five (35) calendar days of hire.

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The time credited shall be rounded down to whole years and shall not exceed a maximum of ten (10) years or the salary step at which they were placed at hire, whichever is less. The minimum amount of time credited for eligible employees is one year.

If the request is approved, the accrual rate change shall become effective at the beginning of the next pay period following the HR Director's review and approval. Accrual rate changes shall not be retroactive.

The HR Director's decision to grant or deny the request for vacation length of service credit cannot be appealed.

Does This Policy Have A Procedure?

Yes – imbedded in policy

List Related Policies, Procedures Or Forms:

- Vacation Length of Service Credit Request Form
- Prior Employer Vacation Verification Form

Date Policy was Originally Adopted: October 16, 2019

Responsible Division/Author: Human Resources

Revision Date(s):



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Vacation Length of Service Credit Request Form – for MAPE and MMA employees

TO BE COMPLETE BY EMPLOYEE

Employee Name _____ State ID _____
Print full name

Bargaining Unit: MAPE MMA Supervisor _____

Check the boxes to ensure you meet the eligibility requirements:

- I am currently in a position covered by MAPE or MMA.
- I was hired on or after July 1, 2017.
- I am currently working in a vacation eligible position.
- My previous public or private sector work experience was in a vacation eligible position.
- I was appointed to State service within four (4) years of separation from my former employer.
- My previous work experience is directly related to my current State position.
- I did not receive vacation length of service credit at my time of hire.

I am submitting Prior Employer Vacation Verification Forms to the following former employers:

I understand it is my responsibility to notify my former employer(s) that the verification forms must be received by the Human Resources Office within thirty (30) calendar days of this request.

Employee Signature _____ Date _____

TO BE COMPLETED BY DIRECTOR OF HUMAN RESOURCES

Employee's hire date _____ Employee's hire step _____

Request is within 35 calendar days for new hire Yes No n/a

Employee received vacation length of service credit at time of hire Yes No

Employee is eligible for _____ years of vacation length of service credit.

New accrual date _____ Effective PPE _____

HR Director Signature _____ Date _____

Copies to: Employee Supervisor Personnel File

Prior Employer Vacation Verification
Form - for MAPE and MMA employees



TO BE COMPLETE BY EMPLOYEE

Employee Name (print) _____

Phone Number _____ Email _____

I authorize my prior employer to provide the information requested below.

Employee Signature _____ Date _____

TO BE COMPLETED BY PRIOR EMPLOYER

Please complete the following information to help determine if the above-named employee is eligible for vacation length of service credit at Fond du Lac Tribal and Community College.

THIS FORM MUST BE RETURNED TO THE HUMAN RESOURCES DIRECTOR
WITHIN 30 DAYS OF THE EMPLOYEE'S DATED SIGNATURE ABOVE

Employee's hire date _____ Separation date _____

FTE or percentage of full-time _____ Was position vacation eligible? Yes No

Employee's job title: _____

List employee's major job responsibilities and attach job description, if available:

Employer name and address _____

Name of person completing form (print) _____

Job title _____ Phone number _____

Signature _____

Date _____

Return completed form and job description to:

- Scan and Email to: leann.ulvi@fdltcc.edu
- Mail to: FDLTCC, Attn: Human Resources, 2101 14th St, Cloquet, MN 55720
- Fax to: (218) 879-0728