



Town of Hubbardston

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LENGTH OF SERVICE

I. PURPOSE AND SCOPE

The purpose of this policy is to set forth guidelines for calculating an employee's length of service. The primary purpose of this calculation is to establish benefit eligibility.

II. CALCULATION

Length of service is calculated from the date that the employee became eligible for benefits (when a part-time with benefits employee began working 20 hours or more per week or a part-time with leave employee began working regularly scheduled annual hours). If a part-time employee without benefits becomes eligible for benefits, his or her length of service, for the purpose of vacation calculation, will begin on the date he or she started working at least 20 hours per week or a regular annual schedule. However, if a part-time employee without full benefits who has worked at least 10 hours per week but less than 20 hours per week for 5 years or more becomes eligible for benefits, that employee will be credited with 1 year of service for each 5-year period worked in a non-benefited status.