



MEMORANDUM

To: All HR and Labor Relations Administrators of All Departments, Institutions, Boards and Commissions

From: Department of Administrative Services - Office of Collective Bargaining, Policy Development, and HCM Support

Date: March 4, 2010

Re: Bargaining Unit Employee Prior Service Credit for Vacation Leave Computation

As you are already aware, the most recent round of contract negotiations resulted in agreement to permit bargaining unit employees* in the service of the state to receive credit for prior service with the State, the Ohio National Guard, or any political subdivision of the State for the purposes of computing vacation leave in accordance with Ohio Revised Code section 9.44. These provisions become effective July 1, 2010. The contractual language also provides that the new vacation accrual rates shall take effect starting the pay period immediately following the pay period that includes the date the Department of Administrative Services processes and approves the employee's request.

So that these requests may be processed in an orderly and timely fashion, and so that both bargaining unit employees and their former employers receive as much advance notice as possible prior to the July 1, 2010 effective date, agency HR administrators are advised of the following procedure:

1. Agencies should inform bargaining unit employees that they may begin submitting documentation regarding prior service immediately. Bargaining unit employees should contact qualifying previous employers (i.e., the political subdivisions of the State**) as soon as possible in order to provide sufficient lead time to receive the required information.
2. Bargaining unit employees should submit the information directly to their HR department, who shall attach the documentation to a personnel action and submit these materials to DAS HR Support, 30 E. Broad Street, 28th Floor, Columbus, OH 43215. For those bargaining unit employees represented by SEIU/District 1199 and who already have prior service for longevity purposes, these employees should copy and resubmit their prior service documentation. The agencies should process this documentation as a separate personnel action (i.e., one PA for longevity, one PA for vacation).

3. For all personnel actions for prior service received by DAS HR Support prior to June 18, 2010, the effective date will be pay period beginning June 20, 2010. For all personnel actions received on and after June 18, 2010, the effective date will be the pay period following the date the personnel action is processed and approved.

Please know that we are working to update the form that is currently on our website and a new form will be available for your use shortly. If you have any additional questions, please contact the Department of Administrative Services, HRD, HR Support at DASHRD.Stateservices@das.state.oh.us.

*Note: For employees covered under the State Council of Professional Educators, OEA/NEA, their prior service language remains unchanged.

**Note: Most agency HR staff are familiar with what qualifies as a political subdivision of the state. If any questions arise, HR staff should contact HRD HR Support.