

OWENS COMMUNITY COLLEGE  
INTERNAL OPERATING PROCEDURES

**Prior Public Service Procedure**

**Board Policy No.:**  
**11-5-53**

**PROCEDURE:**

The following procedures apply to an employee who has prior public service credit and/or sick leave that has been accrued with an agency and/or political subdivision of the State of Ohio (county, city, township, school, university, library, etc) and contiguous states, provided said credits have been computed under the minimum requirements of the laws of the State of Ohio.

1. Prior Public Service (for vacation accrual)  
Prior public service credit with an agency and/or political subdivision of the State of Ohio will automatically transfer to employment at Owens to be used in computing vacation accrual rates for employees which prior service is used as a factor in vacation accrual.
2. Sick Leave Balances (previously accumulated)  
Previously accumulated sick leave balance with an agency and/or political subdivision of the State of Ohio will automatically be credited to the employee's balance so long as the employee did not receive a cash payment for prior sick leave credit, and only if reemployment occurs within ten (10) years of the date the employee last terminated public service. Only sick leave credit accumulated while employed by a state agency may be converted as a payout upon retirement.
3. If an employee has prior service/sick leave balance with an agency and/or political subdivision of the State of Ohio (county, city, township, school, university, library, etc.) that he/she believes should be added to the current service with Owens, the employee should secure a letter(s) on the former agency's letterhead verifying:
  - Employee's Name
  - Employee's SSN
  - Exact Date(s) of Hire
  - Exact Date(s) of Separation
  - Amount of sick leave to be transferred to Owens Community College
  - Employment Status (e.g., full-time or part-time permanent, temporary, etc.)
    - NOTE: If employment was part-time, the number of pay periods worked and frequency of pay (e.g. weekly, bi-weekly, etc.) must be provided.

**The letter(s) should be submitted to the Benefits Coordinator in Human Resources for approval and processing.**

4. An employee who has retired in accordance with the provisions of any State retirement plan offered by the State shall not have his/her prior service with the State or any political subdivision of the State counted.
5. Bargaining unit members should refer to their respective contracts.
6. Vacation accrual rates based on prior service credit will take effect the last pay period of the month following the approval.
7. Accrued vacation credits shall be allowed for employees for which vacation accrual is based on years of service and who have had prior service with agencies or political subdivisions in Ohio and contiguous states, provided said credits have been computed under the minimum requirements of the laws of the state of Ohio.
8. Time used for military leave or any other authorized leave of absence will be counted toward total service time, provided that the employee returns to work following his/her absence.

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9. If an employee has prior service with Owens Community College for which they are not being credited, please contact Human Resources.
10. The responsibility for assuring the accuracy of service credit from a previous employer rests with the employee.

These procedures were developed and implemented by the Vice President of Human Resources.

Any changes to this procedure must be submitted to the Board Secretary for President's Cabinet review.

This procedure conforms to the policy as approved by the Board of Trustees on September 7, 2010, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of September 17, 2010.