Seniority Data Entry for Hourly Employees

### Service and Maintenance

<table>
<thead>
<tr>
<th>Contract Field</th>
<th>MaineStreet Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Seniority</td>
<td>Union Seniority Date</td>
</tr>
<tr>
<td>Campus Seniority</td>
<td>Company Seniority Date</td>
</tr>
<tr>
<td>University Seniority</td>
<td>Benefits Service Date*</td>
</tr>
</tbody>
</table>

*All Seniority based on full-time regular service.* Part-time employees are not on the seniority list.

**Classification:** Full-time regular service in current job classification or job grouping on current campus. Trades (Electricians, Mechanic) are grouped, non-trades are not (Custodians, Culinary Associates). Check the contract if an employee is promoted.

**Campus:** Start of continuous full-time regular service, regardless of classification, at UMaine.

**University:** Start of continuous full-time regular service for the University of Maine System.

*Because this is not possible to record in cases when an employee started as a part-time regular employee, we will maintain the Benefits Service Date as the start of regular employment. Changing the BSD would have a negative effect on their benefits.*

### COLT (ACSUM)

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Based on the start of regular service at UMaine. This includes any service for other unions, so it most cases it will be the same as the regular service date – unless they transferred from another campus.

### Police

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Based on the start of regular service in a position covered by the police unit. This would normally be the same as the regular service date, unless they transfer into the unit from another union or non-represented position.
Other Notes on Seniority:

- Employees who return to their position within 24 months of being laid off will retain the seniority they had when they left.
- Employees on approved leaves (paid or unpaid) retain their seniority.
- Time spent on leave to serve in a union officer position also retains seniority.
- Employees in COLT and Service and Maintenance technically do not have seniority for the first six months of employments after which time it is retroactively restored.
- There is no specified provision in the Service and Maintenance contract for calculating seniority for part-time employees or those with dual assignments. Any actions with seniority impact in those areas may want to consider part-time employees who will not appear on the seniority list.
- Transfers into UMaine from another campus’ regular position:
  - Never resets seniority for non-represented employees
  - Always resets seniority for COLT employees
  - Resets seniority for Police only if coming from a non-Police position
  - Resets classification seniority for Service & Maintenance:
    - if title or job grouping changes;
    - or, if coming from a part-time position.
  - Always resets campus seniority for Service & Maintenance

Job Entry Date:

Job entry date has no direct effect on seniority calculations, however practice should be to reset the field when an employee enters a new job code as a regular employee. Job entry date is used for scheduling performance reviews, step movement within the COLT unit, and AI step increases for non-represented employees.