

Seniority

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to outline seniority and bidding privileges within the Colorado State University Police Department. This pertains mainly to sworn personnel and Police Communication Technicians.

1033.1.1 DEFINITIONS

Seniority – The fact or state of being higher in position or status than another department member. A privilege earned by reason of length of continuous and uninterrupted service or higher rank.

1033.2 POLICY

Seniority shall commence upon date of hire and shall be based upon the actual length of continuous, uninterrupted service for which payment has been received by the employee as a member of the Colorado State University Police Department (CSUPD).

This excludes student employment. Student employment may only be used to determine seniority between persons with the same start date.

1033.3 DEPARTMENT SENIORITY

Every employee shall have a seniority position determined by the amount of time they have been continuously employed in their role by CSUPD regardless of rank.

1033.4 JOB SENIORITY

Employees who are promoted shall have Job Seniority within that specific position. Job Seniority begins when an employee assumes a new position or is promoted to a higher rank.

1033.5 CRITERIA USED TO DETERMINE SENIORITY

Seniority will be established first by the date of hire, as determined and on file with Colorado State University Human Resources. If two or more individuals are hired on the same date, seniority will be determined as follows:

- (a) Date of Colorado POST certification (sworn personnel only).
- (b) Civilian service time with the Department.
- (c) Prior law enforcement experience, prior communication center experience or prior experience directly related to the newly appointed position.

1033.6 SENIORITY LIST

The employer shall keep a current seniority list of all employees. This list shall be kept up to date by the employer and shall be kept on file. It shall be available for inspection by the individual

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employees upon request and kept by the Department's Human Resources Liaison. Although the seniority list will be kept by the Department's Human Resources Liaison, it is the responsibility of the Chief of Police and/or Command Staff member(s) to create and update the list.

1033.7 REINSTATEMENT ENTITLEMENT

Any employee that leaves the Department under good standing will be eligible for reinstatement. If the leave of absence is less than one year, the member will be entitled to retain their seniority and will be reinstated as such. If an employee is absent from CSUPD employment for more than a year, the employee will not retain his/her seniority and will only be given seniority above any member that is currently in training or hired after the employee has been reinstated.

1033.8 MILITARY EXEMPTION

Any employee that is an active duty or active reserve member of the U.S. Armed Services will retain their seniority if deployed for more than a year for a military assignment.