

POLICY ON PREVIOUS SERVICE REQUESTS

WHEREAS, the City Commission has requested a Policy for all future requests for City of Traverse City previous service credit;


NOW, THEREFORE, BE IT ESTABLISHED that:

Current City employees requesting service credit for previous forty (40) hour per week employment with this employer shall do so within sixty (60) days from the adoption of this Policy. The employee(s) will then have an additional one hundred twenty (120) days to provide verification of previous employment periods and documentation of wages earned during such period.

The City of Traverse City will contribute Employer's costs associated with two (2) years of previous service not to exceed \$5,000 and the employee shall pay any and all cost difference for such period of previous service requested. The City will not allow for fractions of previous service to be requested.

No requests for previous service credit submitted after the sixtieth (60th) day from date of adoption shall be honored.

I hereby certify that the above Policy was adopted by the City Commission at its regular meeting of March 16, 1992, held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, MI, said Policy to be effective immediately.


Debra A. Curtiss, City Clerk