

# CLASSIFIED UNREPRESENTED AND MANAGEMENT SERVICES Frequently Asked Questions (FAQs)

***IMPORTANT: The following questions and answers pertain only to classified unrepresented and management service employees. For questions regarding represented employees, see Represented Employees FAQ's.***

## **How are service credit scores calculated for classified unrepresented employees?**

If the agency has an alternative layoff plan service credit scores are calculated as indicated in the agency's layoff plan. If the agency follows HRSD State Policy, 50.025.01, Layoff/Removal, service credit scores for classified unrepresented employees are calculated as follows:

- ✓ One (1) point for each full month of State service (except as a temporary appointee) from date of hire, regardless of type of service.
- ✓ If there is a break in service of more than two (2) years the time in State service prior to the break in service will not be counted as time in State service for computation of service credit score.
- ✓ Part-time computation shall be credited on a prorated basis.
- ✓ Job-share shall be considered one position, and the service credit computed as an average of the years worked of the incumbents, or of the one incumbent if part of the job-share position is vacant.
- ✓ The service credit points are then adjusted based on the employees performance evaluation.

## **How is length of service computed for management service employees?**

- ✓ One (1) point for each full month of State service (except as a temporary appointee) from date of hire, regardless of type of service.
- ✓ If there is a break in service of more than two (2) years the time in State service prior to the break in service will not be counted as time in State service for computation of service credit score.
- ✓ Part-time computation shall be credited on a prorated basis.
- ✓ Job-share shall be considered one position, and the service credit computed as an average of the years worked of the incumbents, or of the one incumbent if part of the job-share position is vacant.

**Are service credit scores for classified unrepresented employees and length of service for management service employees adjusted for leave-without-pay under FMLA or OFLA?**

No. Regardless of the reason, you do not deduct for any approved leave-without-pay for management service or classified unrepresented employees.

**Can the Recognized Service Date (RSD) be used to compute length of service for management service employees?**

No. Using the RSD is not appropriate because it is adjusted, under certain circumstances, for leave-without-pay in excess of 15 days. See HRSD State Policy 60.000.05, Vacation Leave.

**Will unemployment benefits be impacted if an employee doesn't accept a different job in the workforce adjustment period, during layoff or chooses not to be restored?**

Unemployment benefits are determined by the Employment Department on a case-by-case basis. Questions regarding Unemployment Insurance benefits should be directed to the local Employment Department office.