



## **Prior Service Credit**

Mount Vernon Nazarene University seeks to employ the most qualified people available for its various assignments and responsibilities. Often, a need is satisfied with the employment of a person who has served another institution of higher education for an extended period of time. Also, for positions requiring specific skill-sets, experience within the Church of the Nazarene may be directly applicable to successfully executing their new MVNU responsibilities. Recognizing the benefits that such experience brings to this unique industry, the following policy applies:

If a person hired by MVNU has been previously employed by another accredited institution of higher education, and that institution offers baccalaureate, masters or doctoral degrees, the equivalent years of service to that institution shall be included when calculating the rate at which vacation is earned.

Also, if an individual has been employed by the Church of the Nazarene in the past and will be applying that experience directly within their new assignment at MVNU, equivalent years of service may be included when calculating levels of vacation accrual from the University.

“Equivalent years of service” is calculated by ratably adjusting years of qualifying employment for work that is less than full-time. Determination of what constitutes the direct application of such prior experience will be assessed by the University and applied at its sole discretion. This policy does not apply to the determination of rank and/or salary level, or years of service awards.

Should questions arise concerning the provisions of this policy or eligibility for it, please contact the office of Human Resources.

*Prior Service must come from an Accredited Institution or a Church of the Nazarene*

**Name of Employee:**

**Date:**

Church /Institution Name	
Address	
Job Title	
Dates of Employment/Service	From: _____ To: _____
Full Time or Part Time (If PT please note number of hours)	
Contact Name	
Contact Info (email, phone)	
Description of Role	

Church /Institution Name	
Address	
Job Title	
Dates of Employment/Service	From: _____ To: _____
Full Time or Part Time (If PT please note number of hours)	
Contact Name	
Contact Info (email, phone)	
Description of Role	

Church /Institution Name	
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Please return to MVNU Human Resources. Attach extra pages if necessary.