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| ANNIVERSARY DATE OF EMPLOYMENT PROCEDURE |
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| Procedure Type: | Institutional | Initially Approved: | October 30, 1988 |
| Procedure Sponsor: | Vice President Administration | Last Revised: | December 8, 2020 |
| Administrative Responsibility: | Human Resources | Review Scheduled: | December 2025 |
| Approver: | President and CEO | | |

A. PROCEDURES

1. For employees paid on a salary basis, and as per terms and conditions of employment, the anniversary date is observed as follows:
 - 1.1 For employees who commence employment on or before the 15th day of the applicable month, the anniversary date of employment shall be considered to be the 1st day of that month.
 - 1.2 For employees who commence employment on or after the 16th day of the applicable month, the anniversary date of employment shall be considered to be the 1st day of the following month.

2. Other stipulations regarding anniversary date of employment, are subject to the provisions, if applicable, of the collective agreement in force between the Board of Governors and AUPE Local 39A, or AUArts Faculty Association, respectively.

B. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
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