



Professional Employee Request for Prior Service Credit

SUNY Policies of the Board of Trustees [XI, Title C.4 (c)(1)]:

“In determining eligibility for permanent appointment....., satisfactory full-time prior service in a professional title at any one college of the University may, at the request of the appointee and in the discretion of the Chancellor, or designee, be credited as service, up to a **maximum of three years**, at the time of appointment at another college. Waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of initial appointment at that college.”

Before submitting this request for prior service credit, new professional staff employee should discuss it with their immediate supervisor. As a reminder, **this request must be submitted at time of hire.** When completed, with all signatures obtained, please forward to:

To: Amy Plotner, Assistant Vice President for Human Resources
201 Culkin Hall, SUNY Oswego

Employee’s Name: _____ Department: _____

Payroll Title: _____ Start Date: _____

After reviewing the sections of the referenced policies, and after reviewing permanent appointment requirements with my immediate supervisor, I hereby request approval for the credit for the following service:

Previous SUNY Campus	Payroll Title	Full Time (Y/N)	Inclusive date of employment MM/DD/YYYY- MM/DD/YYYY	Number of Years

Total Prior Service Credit Requested (Max= 3 years): _____yrs.

Employee’s Name (Please print) Date Signature

Supervisor’s Signature Date Department Head’s Signature

Provost/Vice President’s Signature Date

President’s Signature Date

Upon receipt of this request, your prior service claim will be reviewed and verified by the staff of Human Resources. Thereafter, you will receive a letter (copied to your supervisor, department head, Provost/Vice President) confirming the crediting of your prior service and advising you of your new permanent appointment date.