



# TOWN OF HILLSBOROUGH

## PERSONNEL POLICY

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POLICY 107

LAST REVISED 8/1/08

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### **SUBJECT: HIRE AND ANNIVERSARY DATES**

**PURPOSE:** To establish definitions and a policy for administering the date of hire and anniversary date for Town employees.

### **STATEMENT OF POLICY:**

The definition for date of hire and anniversary date are:

*Date of hire:* The effective date of the individual's employment with the Town.

*Anniversary date:* The date the employee began employment in his or her current position.

Leave accruals are based on date of hire.

Evaluations and step advancements typically coincide with an employee's anniversary date.