

Creighton University Human Resources	Standard Operating Procedure: Bridging of Service and Benefits
Date: July 1, 2013	Revised: June 1, 2016

1. Purpose

The “Bridge of Service” procedure is intended as a guideline to assist in the consistent application of rehires or potential rehires in a benefit eligible position for vacation accruals, Tuition Remission, and Creighton University Retirement Plan policies.

2. Scope

Provide bridge of service eligibility administration for vacation accruals, Tuition Remission, and Creighton University Retirement Plan. The use of each respective Summary Plan Description (SPD) and/or policy will govern the outcome.

3. Vacation

An individual that terminates their employment and returns to a benefit eligible position **within one year** will receive credit for their prior service. The credit will bridge upon date of rehire.ⁱ

4. Tuition Remission

Tuition Remission program does not have a bridge of service component. An individual, who returns to a benefit eligible status, is eligible for tuition remission based on the Tuition Remission Policy 2.2.12.ⁱⁱ

5. Retirement Plan of Creighton University 403(b) – Defined Contribution Plan

Non-Participant Prior to Termination of Employment – Service Requirement of 2 years of Service plus service hours

Eligibility for a rehire who had not satisfied the service requirement for the plan prior to termination and whose rehire date is within the initial eligibility period may qualify for the prior service hours to be calculated as though they never left. Final determination of meeting these requirements will be determined by Human Resources. However, rehired employees who did not satisfy the service requirement within the initial eligibility period, and is rehired after this time, will be treated as a new employee for eligibility purposes. The prior service will not count and begins over (refer to Summary Plan Description).ⁱⁱⁱ

Rehires that had received Employer matching contributions prior to separation

Rehired employee(s) who were eligible to participate in the plan and who were receiving the employer match prior to termination do not need to re-satisfy any age or service requirements or wait for a plan entry date to begin participation in the plan. He/she is eligible on the date of rehire. Creighton Human Resources will automatically enter the Creighton minimum employer contribution of 2% upon rehire. Rehires wanting to contribute more than 0% are responsible to elect their percentage contribution on-line through the retirement vendor’s website (Refer to Summary Plan Description for match chart).

Rehires that do not qualify for the employer contribution are eligible to defer into the plan on their own behalf at any time upon re-employment.

ⁱ Refer to Employee Handbook for Sick/Vacation Accruals

ⁱⁱ Refer to Tuition Remission Policy # 2.2.12

ⁱⁱⁱ Refer to Retirement Summary Plan Description or call Human Resources Benefits for more information.