



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 5.14*

Effective August 13, 2009

[Letter from the President](#)

[Rules and Regulations](#)

[Adjunct Handbook](#)

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[Faculty Handbook](#)

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[Staff Handbook](#)

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Veterans Employment and Re-employment

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

Lincoln University employees returning from duty in the uniformed services will be reinstated to their former jobs or provided jobs of similar seniority, status, and pay. There is a five-year time limit on the total cumulative amount of time that an employee may be absent for military leave.

Lincoln University will rehire veterans in their former jobs or jobs of similar seniority, status, and pay if veterans meet particular eligibility standards. Individuals eligible for such re-employment rights include the following: enlistees, re-enlistees, reservists, and members of the National Guard who entered active duty in the Army, Navy, Marines, Air Force, Coast Guard, Army National Guard, Air National Guard, the Public Health Service, or any other category designated by the President of the United States in the time of service or emergency.

Only service members who are discharged under honorable conditions have the right to re-employment. The individual is required to give 30 days of advance notice unless precluded by expedited military necessity. The service member should provide the documentation as provided by law.

Lincoln University will not discriminate against a service member in any equal employment opportunity provision. A service member is required to be qualified to perform the duties of her or his former position in order to be entitled to re-employment.

If a service member is not qualified to perform the duties of her or his former job because the standards have increased, the person shall be allowed to qualify for a job requiring the same skills as those required in the former job before the standards were increased. There must be like seniority, status and pay.

If there are benefits or similar rewards for seniority, the returning veteran must receive such benefits or other rewards as if the individual had been continually employed by the university during the time that the person was in military service. Employees on uniform service leave have the right to elect continuation of coverage similar to the rights under COBRA. Time spent in the military is to be credited toward pension benefits as length of time on the job.



University Human Resource Services
Revised July 9, 2009