

## **Case Example: Calculating Overlapping Experience**

A selectee can be awarded no more than 40 hours/week of service credit for non-Federal or uniformed services experience. Often a selectee will have creditable experience from two or more positions that overlap and equal over 40 hours worked per week. In these situations, the information from the resume must be altered before being entered into the SCAL calculator.

The following pages illustrate an example of a fictitious SCAL case such as this and how to account for the periods of overlapping service. While the case is an extreme example, each type of overlap can be encountered. This aid will show the different methods that can be used to credit no more than 40 hours per week for any one period of time.

There are two ways that positions are altered in order to equal no more than 40 hours/week:

- Alter the start or end dates of positions
- Alter the hours worked per week for positions

On the page titled “Determining SCAL Calculator Entries for Overlapping Periods of Service,” the case has been broken down to show the dates and hours of employment, the issues requiring adjustments to the information on the resume, and a possible method of adjusting the dates and/or hours when entering the information into the SCAL Calculator Spreadsheet. Other methods could be used, such as adjusting the start date of a position instead of adjusting the end date of the following position.

# Louise Sawyer

## Experience

### 12/2022 – PRESENT

40 Hours/week

Human Resources Generalist/ Sierra Healthcare Company, Three Rivers, California

Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. Developed recruitment programs.

### 9/2022 – Present

20 Hours/week

Human Resources Generalist/Quebec Hospital, Moose River, Maine

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options. Administrative tasks.

### 5/2022 – 6/2023

20 Hours/week

Human Resources Generalist/Zulu Healthcare Company, Chico, Illinois

Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. Raised employee retention rates by over 10% to achieve a greater than 90% employee retention over a 2-year period.

### 5/2017 – 8/2022

40 Hours/week

Human Resources Generalist/ Foxtrot Hospital, New York City, New York

Recruitment and placement activities. Arranged hospital-wide guest speakers' symposia to educate management about new employment laws and workplace confidence and morale building techniques. Administrative tasks.

### 5/2016 – 5/2017

40 Hours/week

Human Resources Generalist/Yankee Hospital, Warren, Vermont

Recruitment and placement activities. Arranged hospital-wide guest speakers' symposia to educate management about new employment laws and workplace confidence and morale building techniques.

### 4/2010 – 5/2013

30 Hours/week

Human Resources Generalist/ Victor Hospital, Davis, Oklahoma

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options.

### 2/2010 – 5/2016

15 Hours/week

Human Resources Generalist/Lima Hospital, Lima, Ohio

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options.

## Determining SCAL Calculator Entries for Overlapping Periods of Service

Method: Credit as many hours as possible for positions in reverse chronological order, adjusting hours and/or dates of later positions around earlier positions.

Note: It is sometimes quicker to go out of order and first credit the longest periods of time and/or highest number of hours worked.

Position information	Issue	Method	Dates and hours/week included
<u>Position 1 / Sierra</u>  <b>12/2022 - Present</b> <b>Hours per week: 40</b>	None	Enter as shown on resume	Full credit  Credit: <b>40 hours - 12/2022-3/2024</b>
<u>Position 2 / Quebec</u>  <b>9/2022 - Present</b> <b>Hours per week: 20</b>	Part-time position overlapping with a full-time position	Alter service end date	Overlaps with Position 1:  Credit: <b>20 hours - 9/2022-12/2022</b>
<u>Position 3 / Zulu</u>  <b>5/2022 - 6/2023</b> <b>Hours per week: 20</b>	Part-time position overlapping with a part-time position equaling 40 hours/week total and with a full-time position	Alter service end date to overlap with part-time position only	Overlaps with Positions 1 & 2:  Credit: <b>20 hours 5/2022-12/2022</b> (Overlap with 2 equals 40 hours)
<u>Position 4 / Foxtrot</u>  <b>5/2017 - 8/2022</b> <b>Hours per week: 40</b>	Full-time position overlapping with a part-time position	Alter service end date, create 2 calculator entries  *could also credit position in full and alter overlapping position	Overlaps with Position 3:  Credit: <b>40 hours 5/2017-5/2022;</b> Credit: <b>20 hours 5/2022-8/2022</b>

<u>Position 5 / Yankee</u>  <b>5/2016 - 5/2017</b> Hours per week: <b>40</b>	None	Enter as shown on resume	No overlap, full credit  Credit: <b>5/2016 - 5/2017</b>
<u>Position 6 / Victor</u>  <b>4/2010 - 5/2013</b> Hours per week: <b>30</b>	None	Enter as shown on resume	No overlap, full credit  Credit: <b>4/2010 - 5/2013</b>
<u>Position 7 / Lima</u>  <b>2/2010 - 5/2016</b> Hours per week: <b>15</b>	Part-time position overlapping with a part-time position; periods of full credit before and after overlap	Alter service end date & hours during overlap, full credit for 2 <sup>nd</sup> period of no overlap	Overlaps with Position 6:  Credit: <b>15 hours 2/2010-4/2010</b> Credit: <b>10 hours 4/2010-5/2013</b> Credit: <b>15 hours 5/2013-5/2016</b>

Positions based on a 40-hour workweek with no overlapping service equaling over 40 hours/week

\*Enter no more than 40 hours/week

Name: Louise

Name of HRS/HRA completing form:

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1	Human Resources Generalist	Sierra Healthcare Company	40	12	2022	5	2024	1 years, 5 months
2	Human Resources Generalist	Quebec Hospital	20	9	2022	12	2022	0 years, 2 months
3	Human Resources Generalist	Zulu Healthcare Company	20	5	2022	12	2022	0 years, 4 months
4	Human Resources Generalist	Foxtrot Hospital	40	5	2017	5	2022	5 years, 0 months
4	Human Resources Generalist	Foxtrot Hospital	20	5	2022	8	2022	0 years, 2 months
5	Human Resources Generalist	Yankee Hospital	40	5	2016	5	2017	1 years, 0 months
6	Human Resources Generalist	Victor Hospital	30	4	2010	5	2013	2 years, 4 months
7	Human Resources Generalist	Lima Hospital	15	2	2010	4	2010	0 years, 1 months
7	Human Resources Generalist	Lima Hospital	10	4	2010	5	2013	0 years, 9 months
7	Human Resources Generalist	Lima Hospital	15	5	2013	5	2016	1 years, 2 months
8								#NUM!
9								#NUM!

Total: 12 years, 5 months

EOD: 5/5/2024

SCD - Leave: 12/5/2011