**Procedure for Random Means of Determining Seniority (Chart Revised September 2026)**

The chart to break the tie and determine seniority when all length of service factors for two or more staff are equal will be redone by random selection each year in time to begin leave projections for the following calendar year. The number selections will be determined by using a computerized random numbers generator. This chart will be used for all seniority decisions until it is revised for the next year.

| Rank Order Precedence | Randomly Selected Number |
|---|---|
| 0 | 5 |
| 1 | 4 |
| 2 | 8 |
| 3 | 3 |
| 4 | 7 |
| 5 | 0 |
| 6 | 9 |
| 7 | 2 |
| 8 | 1 |
| 9 | 6 |

The procedure for using this chart is as follows:

Look up the last digit of the individual's workday (W) number in the column of randomly selected numbers to determine the order of precedence. In the case of a tie, use the penultimate (next to last) digit of the workday (W) number to break the tie and determine order of precedence. In the case of a remaining tie, continue with the next digit of the workday (W) number until tie is broken.

The rank order for precedence is set up so that it will sort electronically in a spreadsheet, with zero being the lowest number (the highest seniority) and 9 being the last number (the least seniority).

Examples:

| Workday (W) Numbers of Staff With Tied Seniority Based on Service Dates | Rank Order of Last Digit | Rank Order of Next-to-Last Digit | Rank Order of Third-to-Last Digit |
|---|---|---|---|
| wx-xx-xxx5 | 0 | | |
| wx-xx-xx73 | 3 | 4 | |
| wx-xx-x023 | 3 | 7 | 5 |
| wx-xx-x923 | 3 | 7 | 6 |
| wx-xx-xx63 | 3 | 9 | |

- The employee whose number ends in 5 is senior to the four others ending in 3, because 5 is ranked 0, while 3 is ranked 3.
- The four other employees with the same ending number are initially still tied, so we look up the next-to-last digit.
    - This results in the employee whose number ends in 73 being the most senior of the group because 7 is ranked 4, and 3 (which is ranked 3).
    - The two whose numbers end in 23 (2 is ranked 7) are still tied with each other but are senior to the one whose number ends in 63 (6 is ranked 9).
- To break the tie of the two employees whose numbers end in 23, we look up the next digit. The employee whose number ends in 023 (0 is ranked 5) is senior to the one whose number ends in 923 (9 is ranked 6).