

December 2011

4.213 Re-Employment of Former Employees

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Recommended Citation

"4.213 Re-Employment of Former Employees" (2011). *4.200 Employment (Human Resources)*. 9.
http://aura.antioch.edu/policies_400_2x/9

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Re-Employment of Former Employees Policy 4.213	
Human Resource Policies		Effective date: December 6, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	December 6, 2011
Revised (Non-substantive)	Office of University Counsel	N/A	May 15, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of University Human Resources	937-769-1375	All Departments

I. Introduction and Purpose

It is the policy, except as otherwise noted below, that former employees of the University with good work records are eligible for re-employment. However, re-employment after separation from Antioch University (“AU” or the “University”) is not an entitlement. The University does restrict the re-employment of employees who have received a separation incentive severance agreement or phased retirement from the University, or who have been involuntarily terminated in specific situations. This policy provides guidelines for rehiring of former AU employees.

II. Policy

A. Eligible for Re-Employment

It is the policy, except as otherwise noted below, that former employees of the University with good work records are eligible for re-employment. Re-employment will be considered for former employees with satisfactory work records separated from the University for the following reasons:

1. Layoff/reduction in workforce;

2. Voluntary resignation with adequate notice as required in the Termination of Employment Policy # 4.223;
3. Retirement (unless part of a phased retirement agreement as noted below);
4. Long Term Disability; and
5. Military Leave. [Military personnel are often entitled by Federal Law to reinstatement to employment upon completion of military service. (See Military Leave and Re-employment Rights Policy, # 4.421)].

A. Not Eligible for Re-Employment

Re-employment will not be considered for former employees separated from the University for the following reasons:

1. Poor work performance or quitting while performance was judged less than satisfactory;
2. Failure to pass the probationary period (if related to performance);
3. Violation of University's drug-free workplace policy;
4. Misconduct (see Employee Code of Conduct Policy # 4.601 and Employee Code of Ethics Policy # 4.603);
5. Failure to provide proper notification of voluntary resignation (including job abandonment) as per the Termination of Employment Policy # 4.223;
6. Job abandonment, excessive absenteeism, walking off the job, no-call. No-show violations, willful (deliberate or intentional) failure to return from an approved leave of absence;
7. Written separation agreement; or employees who separated under a phased retirement agreement except for part time;
8. Any agreement or settlement which contains a provision not to reapply for employment.

Those individuals disqualified from reemployment above will not be deemed to be a qualified "applicant" for employment for any purpose.

III. General Guidelines

- A.** In cases where the employee is reemployed, after a break in service, previous credited service for retirement purposes count toward plan eligibility in accordance with the terms of their Employee Retirement Plan document and any applicable laws. Retirement Plan credits are complex and are determined on a number of factors. There are circumstances where previous credited service is not applied towards eligibility under the retirement plan.

- B.** With respect to benefits other than retirement plans, those who are re-employed after a break in service will be eligible for all benefits available to other similarly situation AU employees after serving any required waiting periods in accordance with those current benefit plan documents.

- C.** Former employees eligible for re-employment must follow the same employment procedures as external applicants. As part of the screening process and prior to the initial interview, the Director of the Office of Human Resources (“HR”) will review the former employee’s personnel file and the reason(s) for the previous separation, and make the final decision on eligibility for re-employment. Thereafter, the application will be considered along with all other applications and evaluated based upon relevant job qualifications. Prior service with the University is not a determinative factor in making the re-employment decision, but may be considered relevant by the hiring manager for reasons related to knowledge of the institution and program.

IV. Exceptions

Exceptions to this policy must be approved by the Chancellor upon advice of University Counsel.

Policy Cross References

Termination of Employment	Policy # 4.223
Military Leave/Re-employment Rights	Policy # 4.421
Drug-Free Workplace	Policy # 4.505
Employee Code of Conduct	Policy # 4.601
Employee Code of Ethics	Policy # 4.603