



Policy: Rehire and Service Recognition	Policy Number: I-1.14
Policy Owner(s): Human Resources	Original Date: 9/16/2020
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- I. **POLICY:** It is the policy of John Carroll University (“the University”) to consider the rehiring of former employees who voluntarily left employment with the University in good standing or were laid off from the University due to the University’s business needs at the time.
- II. **PURPOSE:** The purpose of this policy is to outline the rules regarding eligibility for re-employment and recognition of service time of employees who are rehired, as appropriate.
- III. **SCOPE:** All staff of John Carroll University

IV. **DEFINITIONS:**

Current Hire Date- This is the employee’s current date of hire or rehire to the University. This will only change when there is a break in employment.

Termination Date- Last date considered an active employee with the University.

V. **PROCEDURES:**

- A. Employees who (1) were part of an involuntary reduction in force or lay off by the University or (2) voluntarily resigned employment with the University will be eligible for rehire if they had a satisfactory work record while employed by John Carroll University and left the University in good standing.
- B. Former employees who had a less-than-satisfactory work record while employed with the University will not be considered for rehire. This includes:
 - 1. Employees who were given a “Does Not Meet Expectations” rating on their most recent performance evaluation;
 - 2. Employees who had received a corrective action for behavior or performance issues at the Final Written Warning or Suspension level within one year of the date of their voluntary resignation or lay off;
 - 3. Employees who voluntarily resigned employment with an unresolved performance improvement plan;
 - 4. Employees who were terminated from the University as part of a corrective action; and/or

5. Employees who resigned their position in lieu of investigation or termination.
- C. All former employees will be given the same opportunities and will need to comply with the same requirements as other applicants including background checks and applicable screenings.
 - D. If rehired, former employees will be treated as new employees for purposes of orientation and training.
 - E. Eligibility for rehire for those who retire from the University and benefits provided as a retiree who is rehired for active work will be subject to the terms of the retirement arrangement, retirement agreement, or related policies. Human Resources will address and resolve benefits issues for retirees who are under consideration for rehire.
 - F. Service Restoration Rules for Employees Eligible for Rehire:
 1. If a former employee with less than one year's prior service with the University is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority, vacation accruals or benefit plan participation purposes, unless a benefit plan provides other methods of consideration of seniority for that benefit.
Example: Jane's [Current Hire Date](#) is June 3, 2019, and she voluntarily resigns on January 5, 2020. Jane is rehired on April 23, 2020. Because Jane did not complete one full year of service with the University prior to rehire, she is treated as a new employee upon rehire and will not be credited with any prior service.
 2. If a former full-time employee with more than one year's prior service with the University is rehired as a full-time employee, the employee will be eligible for recognition of prior service time for purposes of seniority, vacation accruals and eligibility to participate in University benefits plans as long as the employee is rehired within one year of the termination date. Service recognition will include prior service recognition for accrued leave plans.
Example: Marcus's [Current Hire Date](#) is September 3, 2016, and he is involuntarily laid off on March 12, 2020. Marcus is rehired on October 15, 2020. Because Marcus was employed by the University for more than one year and he was rehired within one year of his termination date, Marcus is credited with his previous three years and six months of service upon rehire.
 3. If a former employee with more than one year's prior service is rehired and the duration of the period of absence exceeded one year, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.
Example: Angel's [Current Hire Date](#) is December 9, 2015, and she is resigns her position on March 12, 2020. Angel is rehired on October 15, 2021. Because Angel's prior service ended more than one year before her rehire, she will be treated as a new employee and will not be credited with any prior service.

4. If a former part-time employee with more than one year's prior service is rehired into a role as a full-time or part-time employee, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.
 5. If a former full-time employee with more than one year's prior service is hired into a role as a part-time employee, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.
- G. Individual requests for exceptions to this policy will be considered on a case-by-case basis at the time of rehire. Exceptions will only be considered in extenuating circumstances such as when the reasons for the prior termination from the University were out of the control of the employee or when the returning individual's institutional knowledge or necessary expertise will bring significant value to the position. The President of the University, in consultation with Human Resources and the appropriate Divisional Vice President, will review these factors and make final determinations on exceptions.

CROSS REFERENCE:

[Hiring Policy](#)