PURPOSE

The purpose of this policy is to establish a uniform guideline for determining whether a former employee is eligible to be re-employed by the University.

This policy supersedes the following policies in their entirety:

- Administrative/Professional: Reemployment, Policy No. B091, dated 01/01/2004
- Clerical/Nursing/Technical/Service: Reemployment, Policy No. B087, dated 01/01/2004
- Research: Reemployment, Policy No. B091, dated 04/01/2006

POLICY

It is the policy of the University that former employees who have separated from the University's employ are eligible to be considered for re-employment with the University under the circumstances provided below.

PROCEDURE

I. CONSIDERATIONS FOR ELIGIBILITY

A former employee is eligible to be considered for re-employment with the University if: (1) 12 months have passed between the former employee’s separation with the University and the date of application; and (2) the former employee’s last performance appraisal during the prior employment term reflected at least a rating of “Meets Standards.” Requests for consideration to rehire a former employee who has been separated from the University for less than 12 months shall require approval from the Vice President of Human Resources prior to scheduling an interview.

II. VERIFICATION OF ELIGIBILITY

The Talent Acquisition unit within the Human Resources Department shall be responsible for verifying the former employee’s eligibility for re-employment by reviewing the personnel file, including performance and discipline records, and the final determination letter or other written
documentation concerning the reason for the former employee’s separation from the University. The hiring supervisor will be advised of the former employee’s eligibility for re-employment prior to scheduling an interview. Additionally, the supervisor shall be required to check internal references by contacting the candidate’s previous University supervisor before extending an offer of re-employment.

III. NOTIFICATION OF INELIGIBILITY

At the time of separation from the University, any employee who is deemed ineligible for re-employment shall be provided a written notification in person, or by a written notification mailed to the former employee’s last home address on record with the University.

IV. BASIS OF INELIGIBILITY

Employees will be excluded from future employment for significant misconduct or other reasons constituting just cause for termination under the University’s policies and/or established practices. Former employees shall not be re-employed by the University if they are terminated for the following reasons set forth below. However, the University reserves the right to deny consideration of former employees for re-employment for reasons other than those described below, based upon the circumstances surrounding the separation of prior employment.

<table>
<thead>
<tr>
<th>No.</th>
<th>Reason for Disciplinary Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Illegal or immoral conduct on or off University premises or action which would bring unfavorable attention to the University and is inconsistent with the University mission.</td>
</tr>
<tr>
<td>2</td>
<td>Improper application for, misuse of, or converting a University benefit or privilege for personal gain of employee, or others not entitled, not eligible for the benefit.</td>
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<tr>
<td>3</td>
<td>Any action adversely affecting a license or other credentials necessary to perform the responsibilities of one’s position.</td>
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<tr>
<td>4</td>
<td>Any willful act, careless act, or conduct detrimental to University operations or the safety and rights of other persons on University premises.</td>
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<tr>
<td>5</td>
<td>Failure to disclose a consensual relationship.</td>
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<tr>
<td>6</td>
<td>Unauthorized use or possession or distribution of intoxicants, illegal drugs, designer drugs, controlled substances; use of or possession of other drugs which would adversely affect an employee’s performance on University premises. Reporting for, or being in the workplace, while work under the influence of drugs or alcohol, or the unlawful manufacturing, distribution, dispensation, possession and/or use of a controlled substance in the workplace as per the Drug Free Workplace Policy.</td>
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<tr>
<td>7</td>
<td>Failure to disclose an arrest or conviction occurring after the date of hire.</td>
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<tr>
<td>8</td>
<td>Job abandonment as defined in the University’s Employment Separation policy.</td>
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</tbody>
</table>
Failure to provide requisite notice of voluntary resignation in accordance with the University’s Employment Separation policy.

Destruction of, falsifying, or omitting information on employment records, University records, or non-University records.

Unauthorized use, disclosure, viewing, or accessing of patient information and/or protected health information as defined in applicable state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), or as dictated by the University’s privacy policies and procedures.

Unauthorized possession, use, copying, or reading of University records and/or unauthorized disclosure of information contained in such records to persons without direct need to have this information.

Concealing or having possession of any weapons, firearms, or explosives while on University premises.

Fighting, pushing, making a threat, or acting in a threatening manner to any University employee, student or visitor, or in the presence of a patient, student or visitor.

Unauthorized use or negligence resulting in willful destruction, defacement, or misuse of University vehicles or property, or property of another person on University premises.

Unauthorized removal or theft of University property or that of other employees, patients, visitors or students.

V. REQUEST FOR RECONSIDERATION OF INELIGIBILITY

The former employee or hiring manager may request reconsideration by notifying the Vice President of Human Resources (“VPHR”) in writing within ten (10) business days after receipt of notification of ineligibility. The request for reconsideration must include all reasons upon which the request for reconsideration is made. The VPHR or designee will notify the former employee in writing within thirty (30) business days from receipt of the request for reconsideration. All decisions rendered by the VPHR or designee shall be final.