CDU Policy I.E.00780 Rehire After Separation

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: April 1, 2011

REVISED DATE:

SUPERSEDES:

POLICY I.E.00780 Rehire After Separation

Charles R. Drew University recognizes the value of its employees, their skills, knowledge, and the time that has been invested in their training. It is, therefore, to the University’s advantage when vacancies occur to give full consideration to employees in layoff status for positions for which they are qualified.

REHIRE AFTER SEPARATION

Definition:
Rehire occurs when a separated employee applies for and is selected for any position. Rehire also occurs when a separated employee applies and has been selected for a position that is different from the one held prior to separation in the same or different unit, where the essential functions, requirements, and/or conditions of employment differ from the position held prior to separation.

Applying for Vacant Positions
Former employees or employees who are in a separated status must be qualified for positions for which they are applying and must participate in the normal employment process (refer to CDU Policy I.E. 00490 Recruitment and Employment) in order to be considered for vacancies at the University.

The date of rehire is the first day of re-employment.

Probationary Period
A former employee who has been rehired to the same or substantially similar position in the same work unit will not have a new probationary period. If the individual is rehired into a different position in the same unit or any position in a different unit, the employee will complete a new probationary period for the new position (refer to CDU Policy I.E. 00590 Probation).
PROCEDURE I.E.00780 Rehire After Separation

Supervisor

1. Consults with the Department of Human Resources to determine whether the separated
   staff member is eligible to be recalled to the available position.
2. Considers all candidates for the position. Consults with the Department of Human
   Resources to be certain that qualified individuals separated from the University who
   applied are given full consideration.
3. Trains and evaluates the employee's performance during the probationary period (if a
   probationary period is necessary). Consults with the Department of Human Resources, if
   necessary.

Applicability: All Staff and Faculty Members