# **HR Policys & Procedure**

#### 2.8 REHIRE

#### PURPOSE

To establish a uniform procedure to deal with former employees who wish to re-join the Student Center work force.

#### POLICY

Former employees with good work records shall be eligible for consideration for re-employment. Except for individuals who have left employment for a relatively short period of time, former employees who are rehired will be treated identically as new hires with no previous Student Center experience.

#### PROCEDURE

For the purpose of determining the eligibility date for Student Center paid benefits such as health care, vacation credit and sick leave, an employee rehired after one year of separation from employment shall be treated as a new employee. This is true even if the separation was due to a reduction in force. This provision does not apply to those employees who take an approved leave of absence. Further, this provision does not alter a rehired employee's vesting rights in any Student Center sponsored plan, such as a Pension Plan, regulated by ERISA.

Employees rehired with less than a one-year break in service may, at the discretion of the Student Center, have all past service restored. However, they will be required to go through all steps of the selection process.

The former employee's supervisor will normally be consulted prior to making an offer of reemployment

> SCGB Approval: July 7, 1997

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**David Kirk** 

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#### **Table of Contents Hr Policy And Procedure Manual Template**

- 1. Understanding the eBook Hr Policy And Procedure Manual Template
  - The Rise of Digital Reading Hr Policy And Procedure Manual Template
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Hr Policy And Procedure Manual Template
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Hr Policy And Procedure Manual Template
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Hr Policy And Procedure Manual Template
  - Personalized Recommendations
  - Hr Policy And Procedure Manual Template User Reviews and Ratings
  - Hr Policy And Procedure Manual Template and Bestseller Lists
- 5. Accessing Hr Policy And Procedure Manual Template Free and Paid eBooks
  - Hr Policy And Procedure Manual Template Public Domain eBooks
  - Hr Policy And Procedure Manual Template eBook Subscription Services
  - Hr Policy And Procedure Manual Template Budget-Friendly Options

- 6. Navigating Hr Policy And Procedure Manual Template eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - Hr Policy And Procedure Manual Template Compatibility with Devices
  - Hr Policy And Procedure Manual Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - o Adjustable Fonts and Text Sizes of Hr Policy And Procedure Manual Template
  - o Highlighting and Note-Taking Hr Policy And Procedure Manual Template
  - Interactive Elements Hr Policy And Procedure Manual Template
- 8. Staying Engaged with Hr Policy And Procedure Manual Template
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Hr Policy And Procedure Manual Template
- 9. Balancing eBooks and Physical Books Hr Policy And Procedure Manual Template
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Hr Policy And Procedure Manual Template
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Hr Policy And Procedure Manual Template
  - Setting Reading Goals Hr Policy And Procedure Manual Template
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hr Policy And Procedure Manual Template
  - Fact-Checking eBook Content of Hr Policy And Procedure Manual Template
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements

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