

# HR Policys & Procedure

## 2.8 REHIRE

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### **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 re-employment

SCGB Approval:  
July 7, 1997

# Employee Handbook Hr Manual Policy Procedure

**Christian Drosten**



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## **Table of Contents Employee Handbook Hr Manual Policy Procedure**

1. Understanding the eBook Employee Handbook Hr Manual Policy Procedure
  - The Rise of Digital Reading Employee Handbook Hr Manual Policy Procedure
  - Advantages of eBooks Over Traditional Books
2. Identifying Employee Handbook Hr Manual Policy Procedure
  - 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 Employee Handbook Hr Manual Policy Procedure
  - User-Friendly Interface
4. Exploring eBook Recommendations from Employee Handbook Hr Manual Policy Procedure
  - Personalized Recommendations
  - Employee Handbook Hr Manual Policy Procedure User Reviews and Ratings
  - Employee Handbook Hr Manual Policy Procedure and Bestseller Lists
5. Accessing Employee Handbook Hr Manual Policy Procedure Free and Paid eBooks

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

- Exploring Educational eBooks

### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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