

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 re-employment

SCGB Approval:
July 7, 1997

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Table of Contents Hr Policies And Procedures Manual Template

1. Understanding the eBook Hr Policies And Procedures Manual Template
 - The Rise of Digital Reading Hr Policies And Procedures Manual Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Hr Policies And Procedures 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 Policies And Procedures Manual Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hr Policies And Procedures Manual Template
 - Personalized Recommendations

- Hr Policies And Procedures Manual Template User Reviews and Ratings
- Hr Policies And Procedures Manual Template and Bestseller Lists
- 5. Accessing Hr Policies And Procedures Manual Template Free and Paid eBooks
 - Hr Policies And Procedures Manual Template Public Domain eBooks
 - Hr Policies And Procedures Manual Template eBook Subscription Services
 - Hr Policies And Procedures Manual Template Budget-Friendly Options
- 6. Navigating Hr Policies And Procedures Manual Template eBook Formats
 - ePub, PDF, MOBI, and More
 - Hr Policies And Procedures Manual Template Compatibility with Devices
 - Hr Policies And Procedures Manual Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hr Policies And Procedures Manual Template
 - Highlighting and Note-Taking Hr Policies And Procedures Manual Template
 - Interactive Elements Hr Policies And Procedures Manual Template
- 8. Staying Engaged with Hr Policies And Procedures Manual Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hr Policies And Procedures Manual Template
- 9. Balancing eBooks and Physical Books Hr Policies And Procedures Manual Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hr Policies And Procedures Manual Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hr Policies And Procedures Manual Template
 - Setting Reading Goals Hr Policies And Procedures Manual Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hr Policies And Procedures Manual Template
 - Fact-Checking eBook Content of Hr Policies And Procedures 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
 - Interactive and Gamified eBooks

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