

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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Sebastian Brünink



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The M&A Transition Guide Patti Hanson, 2002-02-28 Provides a practical 10 step process for managing the human aspect of an M A M A activity is higher than ever with acquisitions becoming an important part of every company's growth strategy The industries heavily engaging in this activity are high tech emerging technologies and utilities The M A Transition Guide is written for executives managers and HR professionals involved with any transaction that moves employees from one company to another Poor workforce integration is a main cause for M A failures and this book helps managers make the M A transition a more positive one by providing a plan of action for the integration that focuses on ten critical steps These steps encompass the entire M A process from due diligence to employee retention strategies Comprehensive Healthcare Simulation: Implementing Best Practices in Standardized Patient Methodology Gayle Gliva-McConvey, Catherine F. Nicholas, Lou Clark, 2020-10-15 This book brings to life best practices of Human Simulation maximizing the Standardized Patient SP methodology that has played a major role in health professions learning and assessment since the 1960s Each chapter reflects the Association of SP Educators Standards of Best Practices SOBPs and provides guidance for implementation Multiple insights are offered through embedded interviews with international experts to provide examples illustrating successful strategies The Human Simulation Continuum Model a practical and theoretical framework is introduced to guide educators in decision making processes associated with the full range of human simulation The Continuum Model spans improvisations structured role play embedded participants and simulated standardized patients This book also provides the full how to for SP methodology covering topics including case scenario development creating training material training techniques for case portrayal training communication and feedback skills GTA MUTA PTA training SP program administration and professional development for SP Educators A pragmatic user friendly addition to the Comprehensive Healthcare Simulation series Implementing Best Practices in Standardized Patient Methodology is the first book framed by the ASPE SOBPs embracing best practices in human simulation and marshaling the vast expertise of a myriad of SP Educators Business Report Guides Dorinda Clippinger, 2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists Business Report Guides gives ample information to apply instantly It also works as a handy reference for use throughout your career Managing Recruitment and Onboarding Richard Skiba, 2024-08-22 This guide is an essential resource for professionals tasked with managing recruitment and onboarding processes within an organization Whether you are directly involved in recruiting new staff or responsible for

coordinating the process this book provides a thorough understanding of the skills and knowledge required to effectively manage these essential HR functions The book begins with an exploration of existing recruitment and onboarding policies and procedures guiding readers on how to identify and evaluate them in the context of their organization It delves into assessing technology options to enhance the efficiency and effectiveness of recruitment processes providing practical advice on selecting and implementing tools that streamline hiring workflows A significant portion of the book is dedicated to updating and refining policies and procedures to align with organizational requirements Readers will learn how to obtain support from relevant stakeholders and create or adjust forms and documents that underpin these policies Effective communication and training strategies are emphasized to ensure that all relevant staff are well informed and capable of adhering to updated procedures The book also covers critical aspects of human resource planning including determining future HR requirements in collaboration with stakeholders and ensuring that position descriptors are current and accurately used throughout the recruitment process It provides detailed guidance on advertising vacant positions in compliance with legislation and organizational policies consulting with specialists when necessary and adhering to selection procedures that meet legal and organizational standards Additional chapters address the importance of timely and accurate job offers and contracts providing new appointments with relevant advice and ensuring that onboarding processes are consistently applied across the organization The book also covers the management of probationary employees the provision of feedback and the collection of participant and stakeholder feedback on the onboarding process Finally readers are equipped with strategies for updating onboarding policies and procedures based on feedback ensuring continuous improvement and alignment with organizational goals This book is an invaluable tool for HR professionals seeking to optimize their recruitment and onboarding practices and contribute to the overall success of their organization *Business transformation in operation (s)*

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