

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

Employee Handbook Hr Manual Policy Procedure

Ronald A. Landskroner



Employee Handbook Hr Manual Policy Procedure:

Human Resources Policies and Procedures Manual Inc Bizmanualz, 2014-01-01 Human Resources Procedures for Employee Management can help you easily create the Human Resources HR policies and procedures manual you need to ensure the fair treatment of employees as required by Federal law Thoroughly researched and reviewed by experts in the field this important organizational resource provides more than 800 pages of content based on best practices and it addresses important issues such as COBRA HIPAA ADA FMLA and other major Federal employment regulations This quality hardback edition also covers important employer employee topics such as job descriptions hiring and termination compensation and benefits training and development as well as general HR administration It also includes a sample Employee Handbook and an HR Managers Manual Designed for busy professionals such as HR Executives Office Managers and Business Owners Human Resources Procedures for Employee Management is an important tool in managing the most important resource in your business your employees This new edition also includes updated and complete job descriptions for every job referenced in the text Given the broad range of topics that fall under the HR rubric creating a system of policies and procedures can be a daunting task Fortunately with Human Resources Policies and Procedures Manual there is no need to start from scratch it s already been done for you **How to Develop Essential HR Policies and Procedures** John H. McConnell, 2005 A complete guide with CD ROM this book helps employers develop the critical HR policies and procedures of their organizations needs from identifying and documenting them to administering them Fifteen key policies and procedures include guidelines for managers and supervisors to communicate more clearly with employees *Human Resource Policies and Procedures for Nonprofit Organizations* Carol L. Barbeito, 2004-10-06 Get the tools you need to build a successful human resource management system Learn about organizational policies and procedures nondiscrimination affirmative action recruitment hiring termination compensation supervision employment conditions administration and volunteer policies the framework for developing a comprehensive human resource management system for paid employees volunteer workers and outsourced work This practical guide has handy features like a customizable CD ROM full of sample policies procedures and forms that can be easily adapted to individual nonprofit organizations of any size and it uses checklists extensively enabling you to perform a step by step implementation of a complete up to date human resource management system **Human Resources Management in the Hospitality Industry** David K. Hayes, Jack D. Ninemeier, 2009 This book approaches hospitality human resource HR management as a decision making practice that affects the performance quality and legal compliance of the hospitality business as a whole Beginning with a foundation in the hospitality industry employment law and HR policies the coverage includes recruitment training compensation performance appraisal environmental and safety concerns ethics and social responsibility and special issues Throughout the book Human Resources Management in the Hospitality Industry focuses on the unique HR dilemmas you face in the

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