

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	December 2001
<b>Policy 4.5.8</b>	<b>Re-employment of Previous Employees</b>	Responsibility:	Vice President for Human Resources

## **RE-EMPLOYMENT OF PREVIOUS EMPLOYEES**

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### **Policy**

When a former employee is being considered for re-employment, the department should obtain references from previous supervisors at the Health Science Center.

If the former employee is a candidate for the same classification in which previously employed, the administrative official may recommend in writing to the Vice President for Human Resources the same rate of pay that was received prior to termination at the Health Science Center. No salary commitment should be given until approved by the Employment Manager.

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### **Applicability**

This policy applies to all administrative and professional (A&P) and classified employees of the Health Science Center.

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### **Lump Sum Payment**

An employee who, in the judgment of the administration, has terminated or has caused himself/herself to be terminated from employment primarily for the purpose of becoming entitled to be paid in lump sum for leave accrual shall not be re-employed prior to the expiration of 365 days from such person's employment termination date.

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### **Reemployment of Dismissed Persons**

1. Individuals who have been dismissed from employment by the Health Science Center for cause are eligible for re-employment only with the prior approval of the Vice President for Human Resources.
  2. Requests for the re-employment of such former employees will be considered on an individual case basis recognizing factors, such as, the nature and severity of the offense(s) that resulted in discharge and the duties and location of the proposed position.
  3. No individual who has been discharged by the Health Science Center for a disciplinary reason shall be promised re-employment or re-employed without obtaining the prior approval of the Vice President for Human Resources.
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4. Any individual who has been previously discharged and subsequently re-employed without the prior knowledge and approval of the Vice President for Human Resources is subject to dismissal from employment.
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