

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Employment**
Standard: **REHIRE FOLLOWING RESIGNATION**
Section #: **A-8**
Effective: September 3, 2008

See Also: Voluntary Termination; Retirement; Military Leave, Service Dates

GENERAL STANDARD

The Authority will consider the rehire of eligible former employees who have left the Authority in good standing.

DEFINITION

Good Standing means that a former employee previously had a good employment record with the Authority and at the time of the employee's termination of employment, the employee's appointing authority indicated a willingness to rehire the employee should circumstances warrant.

SPECIFIC STANDARDS

- ❑ With the approval of the Human Resources Director (or designee), a former employee who left Authority employment in *good standing* and who meets the provisions of this Standard may request, within one year of date of separation, to have his/her name be placed on a reemployment list for the job category/class in which s/he previously was employed. His/her name will remain on the reemployment list for a maximum of 12 months. Former employees may not be given special preference for rehire.
- ❑ A former employee must meet all of the open position's current qualifications and must receive satisfactory results on all applicable Authority assessments to include but not limited to employment reference checks, background investigations, and drug and alcohol screening.

- ❑ A former employee who is rehired within one year of resignation from the Authority generally is eligible for reinstatement of his/her prior paid time off (“PTO”) accrual rate.

Special provisions for employees applying for reemployment after military leave are addressed in the Authority’s ***Military Leave*** Standard.

PROCEDURES

Employees who are seeking reemployment with the Authority are to be directed to the Human Resources Department.

Human Resources Department staff will notify a rehired employee of any restored service credit for benefits accrual eligibility purposes.