

# VANDERBILT UNIVERSITY AND MEDICAL CENTER

## HUMAN RESOURCES POLICIES AND PROCEDURES

### SUBJECT: ELIGIBILITY FOR REHIRE

POLICY #: HR-034

EFFECTIVE DATE: January 1, 2002

### POLICY

It is Vanderbilt University's policy to consider former staff members for rehire opportunities under the guidelines and conditions outlined in this policy. A former staff member is someone who has had a break in service from a regular or term position at Vanderbilt due to resignation, staff reduction or discharge.

### PROCEDURE

A former staff member being rehired may retain the hire date from the most recent previous employment provided the guidelines of the "Bridging Policy"<sup>1</sup> are met. A rehired staff member is required to complete a new orientation period. This new orientation period is administered as though it was an initial orientation period.

### GUIDELINES

1. A former staff member may be considered for rehire if the separation from prior employment was voluntary and appropriate notice was provided and if the staff member worked through the notice period as required by the department. (Hourly paid staff who resign are required to provide a two-week written notice and exempt staff who resign are required to provide at least one month written notice.)
2. Former staff members of VUMC who return to employment following a staff reduction should refer to the Staff Reduction Policy for the Medical Center. <sup>2</sup>
3. A former staff member who left employment from Vanderbilt University on an involuntary basis due to performance issues (including attendance or punctuality) is expected to demonstrate a positive work record during the gap of separation for consideration for rehire.

4. A former staff member who left employment from Vanderbilt University due to conduct that resulted in immediate discharge as described in the Discharge Policy 3 (i.e. theft, violent conduct, falsification of documents, etc.) will not be considered for rehire without consultation with Employee Relations.
5. A former staff member seeking re-employment must disclose previous employment in accordance with the Recruiting and Hiring Policy 4, at the time the application is submitted. Failure to disclose Vanderbilt employment may result in ineligibility for rehire. If it is discovered that a staff member is rehired without disclosing previous Vanderbilt University employment the current employment may be terminated.

Note: Staff terminating from a regular or term position who are interested in temporary work with Vanderbilt Temporary Services (VTS) must apply to VTS for consideration of employment. VTS staff hired into a regular or term position will be handled as a new hire for the purposes of service and orientation practices.

## **GENERAL**

The Human Resources Recruiter will review the personnel file of the former staff member who has applied for reemployment. The recruiter will verify eligibility for rehire before forwarding the application. The hiring official will be advised of the former staff member's eligibility for rehire and the requirement to check references, including contacting the previous Vanderbilt supervisor before extending an offer of rehire. If the hiring official receives the application directly from the applicant the hiring official should contact the recruiter to ensure that rehire eligibility has been reviewed.

1 See [Bridging Policy HR-007](#).

2 See [Reduction in Force Policy](#)

3 Refer to [Discharge Policy HR-015](#) for reasons for immediate discharge

4 Refer to [Recruiting and Hiring Policy HR-017](#) for disclosing employment history

**Approved by Darlene Lewis, Associate Vice Chancellor, Human Resources**

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