

Shawnee State University

POLICY TITLE:	UNIVERSITY REHIRE POLICY
POLICY NO. :	4.96
ADMIN CODE:	3362-4-96
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	11/21/2025
NEXT REVIEW DATE:	11/2030
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to establish consistent, transparent, and equitable guidelines for rehiring former employees. This policy supports the University's commitment to maintaining high standards of employment, fostering a supportive and inclusive work environment, and ensuring compliance with applicable employment laws.

2.0 SCOPE

This policy applies to all former University employees who seek reemployment. Union-represented employees and student workers may be subject to separate agreements, contracts, or policies.

3.0 ELIGIBILITY FOR REHIRE

3.1 A former employee may be considered for rehire if the following criteria are met:

3.1.1 Good Standing: The individual left the University in good standing, with no pending disciplinary actions, financial obligations, or unresolved investigations. A former employee whose employment was involuntarily terminated for wrongdoing or misconduct, or for violating University rules/policies, or who resigned in lieu of termination for such reasons, is generally ineligible unless specifically approved, as noted below.

3.1.2 Performance Record: The individual's previous performance evaluations were satisfactory or above, typically within the last three years of service.

3.1.3 The typical time lapse to rehire an applicant who has previously resigned, retired, or been terminated from their university employment will be determined as follows:

3.1.3.1 Employees who provided proper notice (at least two weeks) of their previous separation from employment: eligible after at least six (6) months.

- 3.1.3.2 Employees who did not provide proper notice (at least two weeks) of their previous separation from employment: eligible after at least twelve (12) months.
 - 3.1.3.3 Employees terminated for cause: not eligible for rehire unless approved by the appropriate Vice President/Chief Officer and President after at least twenty-four (24) months.
 - 3.2 While it is not possible to capture every reason a person may be deemed ineligible for rehire, the following list provides some of the most common reasons:
 - o Abandonment of employment;
 - o Dishonesty;
 - o Failure to satisfactorily complete a probationary period of employment;
 - o Resignation or retirement while under investigation;
 - o Violation of University policy or procedure;
 - o Commission of an act substantially related to employment that is prohibited by law and punishable by fine or imprisonment;
 - o Resignation or retirement instead of discharge;
 - o Failure of a background check or drug test; or
 - o Loss/revocation of a credential or license for misconduct.
 - 3.3 The determination of eligibility for rehire should typically be made at the time of separation from employment and noted in the employment record. However, the failure to note ineligibility in the record does not prohibit the University from declining to hire a former employee who meets the ineligibility criteria.
 - 3.4 Re-employment of retirees must be handled according to Board of Trustees Policy 4.77 Retirement and Re-Employment of Retirees and applicable procedures.
- 4.0 APPLICATION PROCESS
- 4.1 Individuals must follow the following process to be considered for reemployment:
 - 4.1.1 Submit a new application through the University's recruitment portal.
 - 4.1.2 Provide an updated résumé/CV and any supporting documentation required by the position posting.
 - 4.1.3 Disclose prior University employment, including department and reason for separation.
- 5.0 REHIRE EVALUATION
- 5.1 The rehire evaluation process includes:
 - 5.1.1 Review of prior employment history, performance, and reason for departure.

5.1.2 Verification of references, including at least one positive reference from a former supervisor or department leader, unless obtaining such a reference is not possible.

5.1.3 Completion of standard interview and selection processes applicable to the position.

5.1.4 Re-verification of background checks, licensure, or certifications as required by university policy.

6.0 CONDITIONS OF REHIRE

6.1 Probationary Period: Rehired employees will serve a probationary period in accordance with university policy.

6.2 Benefits and Seniority: Previous service time will not count toward benefits or seniority, unless otherwise specified in the employment contract or university policies.

6.3 Compensation: Salary and position placement will align with current compensation standards and market-based pay ranges. Prior salary and title will not be determinative in establishing a salary and position upon rehire.

7.0 ONBOARDING

7.1 Orientation: Rehired employees must complete new hire orientation. Returning employees may participate in a modified program that focuses only on updates since their previous employment with the University.

7.2 Training: All mandatory compliance training (e.g., Title IX, FERPA, cybersecurity) must be completed, regardless of prior completion.

8.0 EXCEPTIONS

8.1 Critical Need: Exceptions to the above requirements may be approved in cases of urgent or specialized need.

8.2 Executive Approval: Exceptions must be documented and approved by the President.

9.0 GOVERNANCE AND REVIEW

This policy will be reviewed every five years by the Department of Human Resources to ensure alignment with best practices and compliance with applicable laws.

History

Effective: 11/21/2025