

Eligibility for Reemployment

HR



About This Policy

Effective Date:

10-01-2003

Last Updated:

04-10-2015

Responsible University Office:

University Human Resources

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

[University Human Resources](#)

hrpolicy@iu.edu

[Scope](#)

[Policy Statement](#)

[Reason For Policy](#)

[Procedure](#)

[Sanctions](#)

[History](#)

[Back to top](#) ↗

Scope

This policy applies to all Staff and Temporary employees.

[Back to top](#) ↗

Policy Statement

1. Former employees eligible for reemployment

- a. Former employees who leave the university in good standing are eligible for reemployment. Good standing means that the employee has:
 - i. Successfully completed the new employee evaluation period for the former position, and
 - ii. Had a satisfactory employment record during employment at the university.

2. Former employees not eligible for reemployment

- a. Former employees who were separated, or who resigned, and for whom documentation supports a separation for one or more of the following reasons, are not eligible for reemployment:
 - i. Workplace violence as contained in the policy "Threatening or Violent Behavior in the Workplace"
 - ii. Sexual harassment as covered in "Policy Against Sexual Harassment"

- iii. Falsification—examples include falsification of time cards, applications for employment, reimbursements or ghost employment
- iv. Misuse of university property—taking or using university property or the property of students, employees, or visitors without permission for personal gain or benefit; theft
- v. Gross misconduct—used for extremely serious situations when none (or more than one) of the specific reasons listed above applies

3. Former employees with conditional reemployment status

- a. Former employees who were separated or who resigned and documentation supports a separation for reasons other than those listed in the above section, "Former employees not eligible for reemployment," may be eligible for reemployment subject to the campus Human Resources office review of the circumstances.
- b. To determine eligibility, see the following "Procedures" section.

[Back to top ↗](#)

Reason For Policy

1. Persons who previously worked for the university can be valuable candidates for university employment. It is the policy of Indiana University to encourage former employees to apply for positions for which they are qualified.
2. This policy provides the standards on which to base reemployment eligibility of employees who have separated from IU and helps to ensure these standards are consistently applied. This policy also provides details about how to review and respond to a former employee's employment record if it does not meet reemployment standards.

[Back to top ↗](#)

Procedure

1. In making its determination of eligibility for reemployment in such cases, factors the university will consider include but are not limited to:
 - a. The nature of any prior disciplinary actions, including evidence of a serious infraction or of a series of infractions of any university rule, policy, procedure or code of conduct, including involuntary termination or resignation for such offenses.
 - b. Prior university work performance including evidence of less than satisfactory performance or separation from the university due to performance deficiencies including, but not limited to attendance. The university will consider documentation provided by the former employee of a successful work record with another employer, preferably of at least one year in a position requiring competencies similar to those of the position being sought, with verification by the university.
 - c. Whether there is a pattern of multiple short periods of university employment in an appointed position. The university will consider documentation provided by the former employee indicating a successful and stable work record with another employer, with verification by the university.
2. For assistance in understanding the action reason, see the PDF document, [Termination/Separation Reasons](#).
3. When a former Indiana University employee applies for a position, the campus Human Resources office will review the applicant's prior IU employment record to determine reemployment status.
 - a. Departments shall contact the campus Human Resources office should they become aware that an applicant was a former university employee to obtain authorization to reemploy.
 - b. Based on this review, the campus Human Resources office will determine if:
 - i. The employee is eligible for reemployment.
 - ii. The employee is not eligible for reemployment.
 - iii. The employee is conditionally eligible for reemployment; for instance, to a different position, to a different location, or with evidence of a successful work record with another employer.

4. If the applicant is a former Indiana University employee who is not eligible for reemployment, the campus Human Resources office will provide the applicant a statement explaining the decision not to consider the person for reemployment and a copy of this policy. Any evidence that the former employee presents within five workdays of receipt of this statement will be considered in reviewing this decision.
5. If the campus Human Resources office (or the employing department, which shall then inform the campus Human Resources office) becomes aware that an employee who has been reemployed was not eligible for reemployment because of any of the reasons set forth in section B. above, the employee will be given a statement explaining the ineligibility for reemployment and a copy of this policy. Pursuant to the university's Corrective Action policy, the employee will then be given an opportunity to present documentation that the information supporting the original termination was false or inaccurate. In the absence of any such evidence, the employee shall be subject to separation from the position.
6. If the campus Human Resources office (or the employing department, which shall then inform the campus Human Resources office) becomes aware that an employee who has been reemployed has omitted prior IU employment on the application material, the employee will be asked for an explanation. Pursuant to the university's Corrective Action policy, the employee will then be given an opportunity to present documentation that this omission of previous IU employment did not constitute a falsification under Section B. of this policy. In the absence of such evidence, the employee will be subject to separation from the position.
7. The reemployment of a former employee is subject to all the policies and procedures specified in the university's personnel policies, including, but not limited to or related to the following:
 - a. Advertising a Position Vacancy
 - b. Process for Recruitment/Selection
 - c. New Employee Evaluation Period
 - d. New Hire Starting Salaries
 - e. Reappointment Benefits

[Back to top ↗](#)

Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

[Back to top ↗](#)

History

Added the word "preferably" in Procedures section 1.b., April 2015.