

Policy Statement

Supervisors are responsible for determining whether a staff member is eligible for rehire each time the staff member terminates employment, whether voluntarily or involuntarily, and if any conditions exist that would affect the rehire eligibility process. Staff who leave NOBTS/LC in good standing (break in service from a regular position due to resignation, layoff or, in some cases, discharge) and later want to return are eligible for consideration for rehire.

Policy Details

CONSULTATION BEFORE DETERMINING NOT ELIGIBLE FOR REHIRE OR NOT

RECOMMENDED FOR REHIRE

Supervisors must confer with the Director of Human Resources before determining a "Not Eligible for Rehire" or a "Not Recommended Rehire" decision. Once an agreement has been reached, the supervisor must document and share the decision with the staff member.

VERIFICATION OF REHIRE STATUS

Supervisors must verify rehire status prior to engaging in conversations with the individual regarding re-employment. The hiring supervisor will be advised of the former staff member's eligibility for rehire, including contacting the previous NOBTS/LC supervisor before extending an offer of rehire.

The tables below provide examples of reasons for leaving NOBTS/LC and a corresponding classification of eligible for rehire, not recommended for rehire and not eligible for rehire. These reasons are not all inclusive or exhaustive.

Reason for Leaving NOBTS/LC	Eligible for Rehire
Voluntary Resignation	Eligible
Retirement	Eligible
Annual Contract Ends	Eligible
Seasonal Employment Ends	Eligible
Evaluation Period termination: depending on circumstances	Eligible

Layoff	Eligible
Loss of required credential for performance	Eligible for Rehire once credentials have been reestablished
Unacceptable Attendance	Not Recommended
Poor Performance	Not Recommended
Sleeping on the Job	Not Recommended
Unsafe Work Practices	Not Recommended
Job Abandonment (quit without notice) or ongoing documented attendance issues	Not Recommended
Evaluation Period termination: depending on circumstances	Not Recommended
Resignation – in lieu of discharge	Not Recommended
Inappropriate Behavior – including harassment and abuse	Ineligible
Felony Conviction	Ineligible
Failure of a test for controlled substances	Ineligible for One Year; Eligibility then Considered but Not Guaranteed
Negotiated Settlement	Ineligible
Falsification of credentials or application information	Ineligible
Theft	Ineligible
Unauthorized Weapons Possession	Ineligible
Acts of Workplace Violence	Ineligible
Breach of Confidentiality	Ineligible
Commission of Crime	Ineligible

DEFINITIONS

Eligible for Rehire: Staff who leave NOBTS/LC in good standing are eligible for rehire at NOBTS/LC.

Not Recommended for Rehire: Staff who have been terminated for reasons other than serious conduct or behavior violations will be eligible to seek NOBTS/LC employment after having demonstrated acceptable work performance during the gap of separation.

Not Eligible for Rehire: Staff terminated for serious conduct or behavior violations are not eligible for rehire in any type of NOBTS/LC employment.

