

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Employment
Standard:	REHIRE FOLLOWING RESIGNATION
Section #:	A-8
Effective:	September 3, 2008
Revised:	January 24, 2023

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

The Authority will consider rehiring eligible former employees who have left the Authority in good standing. This standard does not apply to employees that have previously retired from the Authority. Selection of defined benefit and defined contribution plans are set forth in the respective plan documents and are not governed by this standard.

DEFINITION

Good Standing means that a former employee previously had a good employment record with the Authority. 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

- ❑ A former employee who left Authority employment in *Good Standing* and meets this standard's provisions is generally eligible for rehire. A former employee may be rehired for the same position without a formal competitive process within six months of resignation with approval from the department Vice President. A former employee must go through the standard competitive process 1. if it has been six months or more since their resignation or 2. the position is different from the role previously vacated.
- ❑ A former employee must meet all the open position's current qualifications and must receive satisfactory results on all applicable Authority assessments, including but not limited to employment

reference checks, background investigations, and drug and alcohol screening.

- A former employee who is rehired within six months of resignation from the Authority generally is eligible for reinstatement of their prior paid time off (“PTO”) accrual rate. In addition, former employees rehired within six months of resignation are generally eligible for reinstatement of their base salary, provided they are selected for the same position previously vacated. Former employees rehired after six months of resignation or within six months for a different position will be treated as new employees, and all appropriate compensation and PTO accrual rate practices will apply.

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

PROCEDURES

Employees 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.