

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Rehire Policy

PROCEDURE NO: HR 700.16

REPLACES: None

PAGE(S): 1

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PURPOSE:

To establish guidelines for reinstating benefits to employees who are eligible for rehire. To be eligible for rehire the employee must have worked a minimum of 180 days prior to their termination date.

POLICY:

Employees who are eligible to be rehired within one year of their last termination date shall qualify for reinstated benefits and seniority depending on the length of time between the date the employment ended and the date of rehire. All rehired employees will be required, at a minimum, to submit to a criminal background check and drug test, if applicable, prior to returning to work.

PROCEDURE:

Return to work is less than 6 months following termination date:

1. The original hire date will be restored immediately upon rehire.
2. If hired back into the same position the salary will remain the same as on the original termination date, except as modified by the Salary Schedule.
3. If hired into a new position: the salary will be the prevailing wage for the new position.
4. Benefits will be treated as follows:
 - a. Medical Insurance will be restored as soon as is practicable based on the plan design and rehire date.
 - b. Retirement Account participation will be restored as soon as is practicable based on plan design and the rehire date.
 - c. Earned Leave Accrual rate will be restored based on the rate in effect at the time of termination and accruals will begin as soon as is appropriate based on the rehire date. No time is accrued for the period of absence.
 - d. Scholarship program eligibility will be restored based on the original date of hire or on completion of working a total of 12 months (prior work history included) commencing with the next regular semester following the rehire date.
 - e. Tenure Bonus eligibility will be restored based on the original date of hire.

Return to work is after 6 months, but less than 12 months following termination date and employee worked a minimum of 2 years before departure and the reason for departure was a no-fault termination and/or resignation for medical reasons:

The above procedure will also be applied.