

MENNONITE VILLAGE POLICY

TITLE: Rehire Policy

PROCEDURE NO: HR 700.16

APPROVED BY: Kacie Marken, HR Director

EFFECTIVE DATE: September 1st, 2023.

PURPOSE:

It is the policy of Mennonite Village to consider rehiring a former employee, with the Approval of the HR Director and/or another member of the Executive team.

Eligible for Rehire with HR Director approval

- Former employee who was part of an involuntary reduction in force
- Former employee who voluntarily resigned and worked their notice period.

Eligible for Rehire with HR Director and another member of the Executive team approval

- Former employee who was terminated for reasons other than a code of conduct breach, with a break in service of 12 or more months. Must be able to explain actions in an acceptable manner to both HR Director and another member of the Executive team.

Ineligible for Rehire and will not be considered for Employment.

- Any employee terminated under Gross misconduct or a breach of the code of conduct will not be considered for rehire under any circumstances.

Seniority restoration rules for eligible employees:

- If a former employee was previously employed at Mennonite Village for at least 2 years and is rehired within 6 months, they will be able to maintain their original hire date. They will still be required to fill out all new hire paperwork and complete any expired or new required training.
- If a former employee who was previously employed at Mennonite Village for at least 2 years and left due to a medical reason, they may be rehired within 12 months and maintain their original hire date. They will still be required to fill out all new hire paperwork and complete any expired or new required training.