



### 4.5.17 Eligibility for Re-Employment

Chapter 4 - General Personnel	Original Effective Date: July 2019
Section: 4.5 Employment Administration	Date Last Reviewed: September 2019
Responsible Entity: Vice President and Chief Human Resources Officer and Vice President for Academic, Faculty and Student Affairs	Date Last Revised: September 2019

#### I. Purpose

To establish requirements necessary to rehire former employees.

#### II. Scope

The policy applies to all individual's involved in the process to rehire eligible candidates.

#### III. Policy

##### A. General Policy

Former UT Health San Antonio (UTHSA) employees may be considered for re-employment with approval of the Vice President and Chief Human Resources Officer or his/her designee for non-faculty re-employment and the Vice President for Academic Faculty and Student Affairs or his/her designee for faculty re-employment. Former employees who apply should not be interviewed until the screening process outlines below is completed.

##### B. Guidelines

###### 1. May be eligible for re-employment:

Former employees who resigned voluntarily, retired or who were subject to a grant ending or reduction-in-force may be eligible for re-employment.

Employees terminated for the first time for cause other than misconduct or who resigned in lieu of termination if the planned action was termination for cause, may be eligible for re-employment after twelve months.

###### 2. Non eligible for re-employment:

Employees terminated for misconduct for the first time or who are being terminated for cause a second time will be ineligible for re-employment at

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UTHSA. This includes employees who resign in lieu of termination when the reason for planned action was terminated for misconduct.

Misconduct is defined as substantial or intentional disregard of the employer's interest which may include unacceptable behavior. Some reasons include, but are not limited to, workplace violence, falsification of records, theft, fraud and embezzlement.

##### C. Process

1. The following screening process shall determine the eligibility for re-employment:
  - a. Documentation of reason(s) for termination or planned termination at the time of termination from UTHSA.
  - b. Work history while employed at UTHSA.
  - c. Responsibilities of last position with UTHSA.
  - d. Type of position being sought with application for re-employment.
2. If eligible and selected, the former employee must clear a criminal history background check prior to re-employment.
3. If an applicant has previously worked for UTHSA, Human Resources will review the former employee's work history, including the termination reason/code to determine eligibility.
4. Based on the guidelines above:
  - a. The Vice President and Chief Human Resources Officer or their designee will make the final determination of eligibility for re-employment for staff.
  - b. The Vice President for Academic Faculty and Student Affairs or their designee will make the final determination of eligibility for re-employment for faculty.

#### **IV. Definitions**

*There are no defined terms used in this Policy.*

#### **V. Related References**

*There are no related documents associated with this Policy.*

#### **VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>07/2019</b>	Policy Origination		
<b>09/2019</b>	Policy Revision		