# Eligibility for Rehire

CITATION REFERENCE

OFFICIAL TITLE	POLICY OBLIGIBILITY FOR REHIRE
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE

ORIGINALLY ISSUED

## Who Should Read This Policy

All Human Resources professionals within the University System of Georgia should be aware of this policy; all employees should be aware of this policy.

## Definitions

Eligible for RehireEmployees who separate from the USG and who have complied with relevant Board of Regents policies and procedures are eligible for immediate rehire consistent with other legal and/or policy restrictions (e.g., there is a prohibition on **petsitement** employment decisions as well as waiting periods). The separation reason may include (but is not limited to) voluntary resignations, expiration contract or limited term employment, reductions in forceand retirements.

Ineligible for RehireEmployees who separate for serious misconduct, major policy violations, or criminal behavior should be deemed ineligible for rehire for a minimum of the type from the date of separation. The separation reason may include (but is not limited to) institutional

- x Under no circumstances will an institution consider an applicant designated ineligible for rehire or conditional. Once the applicant's designation change request is approved and the official system of recorduspdated to rehire eligible status, only then may the applicant be considered.
- x Employees are expected to provide a complete and accurate record of previous employment. In accordance with the USG Background Investigation policy, any misrepresentation or failfied application materials may disqualify a candidate from acensipleo.83/0TTd96 ((Rea @.800(740(5))77.91)0106(6))Reperfect (B) (206(36))m((e)(40))740(4))740(4))740(4) Complexity (Complexity)740(10)

#### HUMAN RESOURCES ADMINISTRATIVE MARMARLOYMENTELIGIBILITY FOR REHIRE

- x Eligibility for Rehire Request Form
- x Board Policy 6.26 Application for Discretionary Review
- x Board Policy 8.2.18.1 Ethics Policy
- x Board Policy 8.3.9 Discipline and Removal of Faculty Members
- x Fraud, Waste, and Abuse Reporting
- x Business Procedures Manual 16.4 Reporting Wrongdoing

## Related Documents and Resources (External)

x O.C.G.A. § **34-**4 (Employer immunity for disclosure of information regarding job performance)

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