



UNIVERSITY OF DENVER
POLICY MANUAL
REHIRE

Responsible Department: Human Resources and Inclusive Community

Recommended By: Provost, VC Human Resources and Inclusive Community

Approved By: Chancellor

Policy Number 3.30.030

Effective Date 6/8/2018

I. INTRODUCTION

This Policy sets forth the criteria for former University employees to be eligible for reemployment.

II. POLICY OVERVIEW

A. Eligibility for Rehire

- 1. Any employee who voluntarily terminated employment with the University in good standing is eligible for reemployment.
2. Any employee who was involuntarily terminated by the University, and whose record of prior employment was unsatisfactory, as determined by the University in its sole judgment, is ineligible for reemployment.

Any former employee reapplying for employment is subject to compliance with all other employment policies in effect at the time of reapplication.

B. Continuity of Services

- 1. If a person is rehired within 30 calendar days of separation, there will be no break in continuous service and no loss in fringe benefits.
2. If a person is rehired within one year of separation, there will be no break in continuous service.
3. A person rehired with a break in service will be considered a newly hired employee. After the fifth year of reemployment, the previous service may be added to current continuous service for determination of future benefits.

III. PROCESS OVERVIEW

As stated in Policy Overview.

IV. DEFINITIONS

None