

**Attachment  
Rehire/Reinstatement  
Procedures**

**ISSUED BY:** HRAA

**REVISED:** 5/1/01

**RESPONSIBILITY**

**ACTION**

**REHIRE:**

Faculty or staff member

Complete Employment Application.

Employment Services

Review Personnel folder for eligibility; if no folder, research other records and contact previous supervisors.

Follow SPG 201.22, Recruitment and Employment Process.

Determine if eligible for reinstatement and inform applicant.

Notify HR Records & Information Services of potential reinstatement.

HR Records and Information Services

Indicate potential reinstatement on appointment form.

**REINSTATEMENT**

Faculty or staff member

Apply in writing after three continuous years of service.

Employment Services

Determine and approve eligibility.

Notify HR Records & Information Services of approval using Appointment Change Request. In remarks show corrected service date and effective date of change; if needed, provide documentation.

Notify faculty or staff member of approval in writing; include corrected date and effective date; send copies to department and Benefits.

Notify appropriate office of eligibility for service award based on adjusted service date.

**RESPONSIBILITY**

HR Records and Information Services

Human Resources and  
Affirmative Action

**CREDIT FOR PRIOR SERVICE**

Faculty or Staff Member

Employment Services

Benefits Office

Employment Services

HR Records and Information Services

Human Resources and Affirmative Action

**ACTION**

Adjust service date and benefit eligibility date.

Arrange for faculty or staff member to receive the appropriate award based on the adjusted service date.

Apply in writing after ten years of service.

Determine and approve eligibility.

Determine retirement and benefit eligibility date.

Notify faculty or staff member of approval and retirement and benefit eligibility date in writing. Send copy to Records and Information Services.

Creates a personal modifier on person data screen.

Arrange for faculty or staff member to receive the appropriate award based on the adjusted service date.