Rehire/Reinstatement

Applies to: All Regular Employees with the exception of those covered by a collective bargaining agreement

I. POLICY

Individuals previously employed by the University in a benefits eligible regular full or part time position may apply for reemployment, reinstatement, or crediting of prior service under the following conditions:

A. REHIRE

Individuals seeking rehire are subject to University employment procedures. Their previous University employment record will be reviewed and considered as part of the re-employment decision. An individual returning to regular employment at the University as a “rehire” (including a rehire eligible for reinstatement):

1. begins with a new “Service Date” (Date of Hire) which is the first day of re-employment;
2. will be subject to the provisions of SPG 201.43 (/policy/201.43), Probationary Period (if applicable) beginning with the new service date;
3. begins a new eligibility period for all benefit programs; and
4. will be subject to enrollment standards in benefit programs, the same as a new hire with no prior service.

B. REINSTatement

A faculty or staff member who terminated employment with the University and is subsequently rehired; may be reinstated provided the individual:

1. had a minimum of one year of continuous service as a regular employee and was recommended for rehire prior to leaving the University;
2. returned to work within one year from the date of termination; and
3. remains re-employed with the University for at least three continuous years.

C. The faculty or staff member’s service date will be adjusted to provide the reinstatement credit for which the faculty or staff member is eligible, provided the individual applies for reinstatement following completion of three continuous years of reemployment.

A reinstatement will have no effect on health, dental, or life insurance, and the University will make no retroactive contributions toward retirement. Enrollment in Long-Term Disability (LTD) coverage will occur as follows:
1. Faculty or staff rehired into a regular appointment with 50% effort or greater will be enrolled in the LTD Plan (Basic or Expanded) associated with the new job family. The benefits service date drives the years of service eligibility requirement and the waiting period for university contributions should not apply.

2. Faculty or staff rehired into a regular appointment with less than 50% effort, Emeritus Faculty, and temporary employees are not eligible for enrollment in the Basic or Expanded LTD Plans. Retiree benefits continue.

The benefit eligibility date will be the same as the original service date provided a continuous regular appointment has been maintained, except for the break in service.

A continuous regular appointment between the original service date, once reinstated, and the last day of work will be used in determining when the years of service criterion is met for retirement and service awards purposes.

3. CREDIT FOR PRIOR SERVICE

A faculty or staff member with a break in service of more than one year may request credit for prior service [credit] for previous employment with the University provided that:

   a. The faculty or staff member had a minimum of one year of continuous previous service as a regular faculty or staff member.

   b. The break in service is greater than one year.

   c. The length of the break was less than the length of service prior to termination.

   d. The faculty or staff member has completed 10 years of current continuous University service. Credit for prior service will be used in determining eligibility for retirement and service awards only. Only the most recent occurrence of a break in service is used to determine eligibility.

A faculty or staff member may elect the credit for prior service option, or the reinstatement option only once.

To retire with benefits requires a benefit eligible appointment. Please see SPG 201.83 (/policy/201.83), Retirement, or consult with the Benefits Office.

Notes
This SPG was updated in November 2023 to update benefit-related information and include existing criteria for calculating reinstatement or credit for prior service.

July 28, 2016, updated link to Procedure.