



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.21	Re-hiring of Employees	07/01/07	

### 1.0 Purpose

To establish guidelines for the re-hiring of individuals who have previously been employed at Bainbridge College.

### 2.0 Policy

Bainbridge College may consider former employees for employment provided the individual meets the requirements for the position for which they apply. The reason(s) for prior termination and the circumstances surrounding the termination will be evaluated by Human Resources in determining whether a previous employee is eligible for re-employment.

### 3.0 Procedures

**3.1** Former employees will follow the same employment process as other applicants. To be re-employed, the applicant must be the most qualified candidate for the position. Prior work experience and familiarity with BC policies and procedures may be a positive consideration in determining qualifications.

**3.2** Time eligibility to apply:

**3.2.1** Immediate – Persons whose BC employment ended due to voluntary resignation, lack of work, end of project funding, completion of temporary work, or restructuring of positions/work duties may apply immediately or at any future time for open positions.

**3.2.2** Deferred – Persons who are discharged as a result of inability to learn and perform the duties of a specific position may apply for other open positions after a minimum of six (6) months following discharge.

Persons who are discharged for poor performance and/or unacceptable conduct as defined in the Rules of Conduct may, depending upon the circumstances of their termination apply for other open positions after a minimum of 12 months, during which time they must have established a positive work record elsewhere.

**NOTE:** See stipulations in the Disciplinary Policy.



- 3.2.3** Ineligible – Persons who are discharged for cause twice are no longer eligible to apply for employment at BC. Additionally if a discharge was for a serious offence such as: theft, carrying a weapon on campus, sexual harassment, violence in the workplace, conviction of a felony, conviction of a misdemeanor that is materially related to their work, or intentional abusive treatment or gross negligent behavior toward a customer or employee, future application of employment is prohibited. Convicted drug offenders or felons may not be hired or rehired.
- 3.3** Any exception to this policy requires the approval of the Director of Human Resources.