

**CATEGORIES**

**DATE PROPOSED:** 11/14/19

**DATE OF VOTE:** 11/20/19

**ACCEPT (Y/N):**

It is the policy of the Ice Sports Center (ISC) to consider rehire of former employees who voluntarily left employment or were laid off due to business needs. This policy outlines the rules regarding eligibility for re-employment and bridging of service where appropriate.

To be eligible for rehire, all former employees must

- Have resigned from their earlier employment with the ISC with timely notice in compliance with ISC policy or, if laid off, been in good standing at time of separation;
- Have received performance evaluations showing satisfactory performance in terms of job performance, attendance and similar measuring factors. If an employee resigned prior to receiving an evaluation, the employee must have successfully completed the probationary period and have no disciplinary or similar record in their employment file;
- Pass the standard background check done for all new hires.

If an employee resigns voluntarily from ISC employment and is then rehired, their eligibility for benefits and PTO (Paid Time Off) accrual will be bridged only if their initial employment period was more than one year and the length of their separation from facility employment is less than the length of their prior service.

If an employee is laid off due to business needs and subsequently rehired, their eligibility for benefits and PTO accrual will be bridged if either (a) the length of separation is less than one year or (b) the length of separation is less than the length of prior service.

If an employee is rehired for the same or comparable position as formerly held, the employee’s compensation will be no greater than the previous rate. If the employee is hired into a different job, the employee will receive the compensation earned by similarly situated employees in the new position if applicable or, if applicable, the compensation rate set forth in the job listing for the new position.

	<b>Employee was laid off</b>	<b>Employee voluntarily resigned</b>
Prior service less than one year	Bridging if length of separation is less than one year.	No bridging
Prior service one year or longer and length of separation greater than length of service	No bridging	No bridging
Prior service one year or longer and length of separation less than length of service	Bridging for PTO accrual rate and benefits eligibility. Compensation will be renegotiated.	Bridging for PTO accrual rate and benefits eligibility; Compensation will be renegotiated.

**COMMENTS:**