



## BOISE STATE UNIVERSITY

University Policy 7025

# Rehire Eligibility

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### **Effective Date**

September 2012

### **Responsible Party**

Human Resources, (208) 426-1616

### **Scope and Audience**

This policy applies to all University employees and prospective employees.

### **Additional Authority**

- Idaho State Board of Education Policy, Section II.L.
  - Idaho State Board of Education Policy, Section II.Q.
  - IDAPA 15.04.01.190
  - IDAPA 15.04.01.124
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## **1. Policy Purpose**

To establish a policy governing eligibility for rehire of previous University employees. Any person who has worked for the University must be approved for rehire before any offer of employment can be extended.

## **2. Policy Statement**

Boise State University will only consider former employees for rehire opportunities under the guidelines and conditions outlined in this policy.

- a. Persons separated from the University under the following conditions are not eligible for rehire unless an exception (based on all of the facts and circumstances associated with the termination) is made by the Assistant Vice President of Human Resources, the appropriate Vice President, and University Counsel, or their designated representatives
  - (i.) Dismissed for cause under Idaho State Board of Education Policy or Idaho Division of Human Resource Rules, or resigned instead of dismissal;
  - (ii.) Resigned while under corrective, disciplinary action or when the separation involved gross misconduct
  - (iii.) Failed to disclose prior employment with the University at the time of application.
- b. Persons separated from the University may be considered for rehire if separation from prior employment was voluntary or due to a reduction in force and the employee left in good standing.
- c. It is the responsibility of the employing department to work with Human Resources/ Employee Relations to properly document any separation for cause, gross misconduct, and/or resignation instead of dismissal (this includes all employment types, e.g., Permanent, Adjunct, Student, and/or Temporary)
- d. Due to potential conflicts of interest and confidentiality concerns, information gathered in the course of determining eligibility for re-hire will not be disclosed to search committees or employees assigned to the department, college or unit conducting the search. Human Resources will only inform hiring managers whether, based on the results of the re-hire eligibility review, an offer of employment may be extended.

### 3. Definitions

#### 3.1 Rehire

A rehire is defined as a person seeking to work for Boise State University who has previously worked for the University in any capacity. This includes, but is not limited to, a person who has been employed at the University as: student employee (including graduate assistant or intern), temporary employee, classified employee, professional staff, faculty and adjunct faculty regardless of full or part time status, benefit eligibility, length of employment, or time having elapsed since last employment.

### **3.2 Gross Misconduct**

Conduct that is generally so serious it may justify the dismissal of an employee, even on the first occurrence. Examples could include, but are not limited to, embezzlement, sexual harassment, sex crimes, misappropriation of funds, workplace violence, mistreating students, etc. Acts of gross misconduct are typically intentional, wanton, willful, deliberate, reckless or reflect a deliberate indifference to the University's interests, standards and/or policies.

## **4. Responsibilities and Procedures**

### **4.1 Procedure**

- a. For Permanent and Benefit Eligible Temporary employment offers, Employment Services will coordinate with the Hiring Manager to determine if (a) the final candidate has been previously employed by the university and (b) if yes, coordinate a review of the separation to determine if the individual can be re-hired.
- b. For non-benefit eligible Temporary and Adjunct hiring, Human Resources will review the hiring paperwork submitted and coordinate re-hire activities as needed with the hiring manager.
- c. Human Resources will conduct audits of newly hired employees (once per pay period) to identify any re-hire activity not in compliance with this policy. Any exceptions will follow the review process described in this policy to determine if the individual is eligible for re-hire and allowed to continue working for the university.
- d. Specific to this policy, an offer of employment or contract of employment is contingent on the University approving the re-hire as outlined in Section 2.a. or 2.b.

### **4.2 Department Responsibility**

- a. Managers must disclose to Human Resources termination actions for any temporary, adjunct or project employee that would be deemed non-hirable due to reasons that would rise to the level of a for-cause dismissal action or gross misconduct.

- b. Departments are expected to follow all sound/normal hiring practices and processes including checking internal and external references and completion of background checks as may be required by University Policy.
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## Revision History