

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-120</b>
		<b>REHIRE</b>
<b>ISSUE DATE:</b> June 14, 2006		<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED
<b>REPLACES:</b> Legacy Personnel Guides: B 315 Assignment / Retiree B 326 Return / Entrance Level B 458 Assignment / Unclassified Service B 484 Substitute List / Order of Names B 488 Assignment / Retiree		<b>CHANGES:</b> New

## I. POLICY

It is the duty of each College and Division to establish internal processing procedures that ensures newly hired employees submit all documents required to process their assignment within established timelines and guidelines.

## II. DEFINITIONS

- **Full Separation** is stopping all work assignments in all positions with the LACCD for at least one day. The length of time of a full separation affects reemployment processing as detailed in Table P-121A, Reemployment Form and Document Processing Requirements, below. In SAP, a rehire action is processed when a person returns to service after full separation.
- **Rehire** is the return to pay status of a person who has previously worked for the District and who is selected for the same or a different position after full separation has occurred.
- **Separation** is stopping one work assignment in one position with the LACCD for at least one (1) day.

## III. REQUIREMENTS

- Former probationary, permanent, and retired District employees may be rehired to a former or new job classification following the procedures applicable to each employee service.
- Application and employment processing requirements are determined according to the employee's status with the District, type of assignment, and length of the separation. See the HR Guide section on Recruitment, Selection and Employment for details.
- Pre-employment processing may be required for some rehire assignments regardless of employment service. Processing is performed on a decentralized basis at each college/division.
- Department Heads are to:
  - Initiate a Personnel Change Request (PCR) immediately upon the offer and acceptance of a position by a rehire. See [HR Guide P-100, Assign Employee](#), for details.
  - Immediately send the prospective rehire to the location Personnel Office for processing and completion of the forms indicated in Section G, Rehire Packet, below. See [HR Guide P-101, Employee Information Certification](#), for details.

3. Instruct the prospective rehire to complete any required forms before returning to District service.
- E. It is the responsibility of the hiring location to verify the accuracy and completeness of any required forms prior to submitting the new rehire employee pre-employment packet to Human Resources, District Office for final processing.
1. Any required forms are to be forwarded by the hiring location to the District Office at one time as a complete packet prior to the start of employment.
  2. Incomplete data and missing forms will often delay an employee's warrant. Therefore, efforts to ensure accurate and timely processing are the responsibility of each hiring location.
  3. In the event a rehire employee does not complete a required form within specified processing timelines, the location personnel office is to immediately send a reminder to the rehired employee and the rehired employee's supervisor.
  4. If within five (5) business days of the reminder, there is still no response, the location personnel office sends a copy of the reminder along with a request for assistance with obtaining compliance to the supervising administrator.
- F. Rehire Academic and Classified service employees do not need to complete the fingerprinting process if a fingerprint record is on file and the period of time of the full separation is less than one (1) year.
- G. A rehire employee returning or reinstating to a position eligible for benefits is to receive a benefit packet. See HR Guide B-200, Medical Benefits, for details.

#### H. Rehire Form Packet

1. The job, length of the full separation, and education code requirements determines whether the entire new hire form packet or a limited new hire form packet is required. Table P-120, Reemployment Form and Document Requirements, below, identifies the basic rehire form requirements.
    - a. Since federal and state regulations require the District as an employer to report certain information on all newly hired or rehired employees, a review of an employee's personal data on file may indicate that additional forms such as the Employment Eligibility Verification (I-9) is required.
    - b. When forms are required, the employee is to submit the required material within the timelines specified. See Table P-120, Reemployment Form and Document Requirements, below.
  2. Rehired employees may review and update personal information on file such as address, withholding, and emergency contact information as needed.
- I. No assignment of a rehire is to be authorized for payment until any required forms indicated in Table P-120, Reemployment Form and Document Requirements, below, is completed.

TABLE P-120 REEMPLOYMENT FORM AND DOCUMENT REQUIREMENTS		
FORM TITLE	FORM NUMBER	REQUIREMENT
Rehired Retiree Terms of Employment	HR-P-121	Initial assignment
Address and Warrant(s) Designation	<a href="#">HR-5</a>	<ul style="list-style-type: none"> <li>• Full Separation (Six months or more)</li> <li>• Employee desires change</li> </ul>
Employee Withholding Certificate	<a href="#">W-4</a>	<ul style="list-style-type: none"> <li>• Full Separation (Six months or more)</li> <li>• Employee desires change</li> </ul>
Employment Eligibility Verification	<a href="#">I-9</a>	<ul style="list-style-type: none"> <li>• Full Separation (Six months or more)</li> <li>• Work authorization date noted on the last I-9 has expired.</li> </ul>
Medical Examination Certification	<a href="#">HR-21</a>	When re-employment assignment changes to Academic Service
Health Status Certification	<a href="#">HR-22</a>	Required if changing to Classified Service.
Supplemental Information	<a href="#">HR-23</a>	When re-employment assignment changes to Unclassified Service
Fingerprint	<a href="#">See HR-Guide P-111</a>	<ul style="list-style-type: none"> <li>• Full Separation of more than <u>one</u> year</li> <li>• Change in data on file occurs</li> </ul>

#### J. Legacy to SAP System Rehire Check

1. Legacy (DEC) system records were transferred to the SAP system for the following categories of employees:
  - a. All employees with an active assignment after January 1, 2004.
  - b. Retirees who receive health benefits.
2. **Employment History with the District** (Information Certification Form HR-1)
  - a. The hiring location is responsible for reviewing the Employment History with the District section of the Information Certification form ([HR-1](#)).
  - b. When the new hire employee indicates past previous employment in the District, the hiring location personnel is to review the DEC system for name, Social Security Number, Employee Number, and previous assignment.
3. **Employee Identification Number Verification**
  - a. Former employees who had an active assignment on or after January 1, 2004 or who retired from the District will continue to use the employee number issued when they last worked with the District.
  - b. Former employees who separated from the District prior to January 1, 2004 and who did not retire from the District will receive a new employee number. To facilitate identifying "pre-SAP" employment by subsequent processing areas, the previous employee number is to be identified in the notes section of the personnel action as "Previous EN #####".

- c. Once an employee's assignment is in the SAP system, the employee identification number in the SAP system is to be used as the employee's active employee identification number (employee number, personnel number).
  - *Assignment entry into the SAP system requires following a specific sequence of processing. If this processing sequence is not followed, SAP generates a new employee identification number. If a second SAP employee identification number is generated, location processing personnel should immediately contact the SAP Help Desk for assistance.*

#### IV. ADDITIONAL SOURCES

##### CALIFORNIA EDUCATIONAL CODE

- 87417 Date of Employment in Case of Resignation or Dismissal and Re-Employment; Date of Employment in Case of Certain Terminations
- 88117 Reemployment and Promotional Examination Preference of Persons Laid Off; Voluntary Demotions or Reduction in Time
- 88126 Reinstatement and Employee Compensation; Determination of Terms and Conditions; Notification
- 88127 Order of Layoff and Reemployment; Length of Service
- 88192 Industrial Accident and Illness Leaves for Classified Employees

##### **LACCD BOARD RULES**

- Chapter X, Human Resources
- Article 4 Certificated Assignments
  - [10415 Return to Service After Resignation](#)

##### **LACCD ADMINISTRATIVE REGULATION**

- [A0-8 Personnel](#)

##### **LACCD HUMAN RESOURCES GUIDES**

- [HR P-000 General Policy on Personnel Actions](#)
- [HR P-101 Employee Information Certification](#)
- [HR P-111 Fingerprints](#)
- HR B-200 General Policy on Benefits

##### **LACCD FORMS**

- See Table P-120

##### **PERSONNEL COMMISSION RULES**

- [740 Layoff and Reemployment](#)
- [771 Reinstatement](#)

##### **LACCD COLLECTIVE BARGAINING AGREEMENTS**

- [AFT Faculty Guild Local 1521:](#)
  - Article 16 Adjunct Assignments, Retention and Seniority
  - Article 22 Retirement

##### **U.S. DEPARTMENT OF JUSTICE, IMMIGRATION AND NATURALIZATION SERVICE**

- [Handbook for Employers: Instructions for Completing Form I-9 \(Employment Eligibility Verification Form\)](#)