

# Pratt

## REHIRE POLICY

**Administrators who leave the Institute voluntarily, and in good standing are usually eligible for rehire as follows:**

I. Definition

REHIRE means that within three hundred and sixty-five (365) calendar days of the effective date of termination an individual is rehired and actually starts his/her first day of work at the Institute in the same position as the last position held prior to termination.

II. Rehired 1 - 180 calendar days after termination date

- A. The original hire date will be restored immediately.
- B. The new appointment will commence on the first day the employee returns to work.
- C. The salary will remain the same as on the termination date, except as modified by number E4, below.
- D. Eligibility for the Board of Trustees' approved annual increase will apply as though there were no break in service.
- E. Benefits will be treated as follows:
  - 1. Medical Insurance will be restored as soon as is practicable based on the plan design and the rehire date.
  - 2. Group Life Insurance will be restored as soon as is practicable based on the plan design and the rehire date.
  - 3. Long Term Disability Insurance will be restored as soon as is practicable based on the plan design and the rehire date.
  - 4. Retirement Account participation will be restored as soon as is practicable based on the plan design and the rehire date.
  - 5. Vacation Accrual Rate will be restored based on the rate in effect at the time of termination and accruals will begin as soon as is appropriate based on the rehire date. No time is accrued for the period of absence.
  - 6. Discretionary Days will be restored based on the rate in effect at the time of termination and accruals will begin as soon as is appropriate based on the rehire date. No time is accrued for the period of absence.
  - 7. Sick Leave Accrual Rate will be restored based on the rate in effect at the time of termination and accruals will begin as soon as is appropriate based on the rehire date. The bank available on the termination date will be restored. No time is accrued for the period of absence.
  - 8. Tuition Remission eligibility will be restored based on the original date of hire commencing with the next regular semester (fall, spring, summer) following the rehire date.

9. Tuition Exchange eligibility will be restored based on the original date of hire. In addition to any Tuition Exchange organizational limitation restoration is subject to the following:
  - a. if there is a waiting list of individuals to apply to “TE” schools, the dependent will be placed at the end of the waiting list;
  - b. if the dependent was an “TE” student and is accepted by the admitting school, the scholarship will commence with the first full fall semester following the employee’s reinstatement.

III. Rehired after 181 calendar days, but less than 365 calendar days after termination date

- A. Rehire date is the new “first hire date.”
- B. The salary will remain the same as on the original date of termination and is subject to the Board of Trustee limitations for annual increases.
- C. Benefits
  1. Medical Insurance will be restored as soon as is practicable based on the plan design and the rehire date.
  2. Group Life Insurance will be restored as soon as is practicable based on the plan design and the rehire date.
  3. Long Term Disability Insurance will be restored as soon as is practicable based on the plan design and the rehire date.
  4. Retirement Account participation will be restored as soon as is practicable based on the plan design and the rehire date.
  5. Vacation Accrual Rate will be the same as for a new employee.
  6. Sick Leave Accrual Rate will be the same as for a new employee The bank available on the termination date will not be restored. No time is accrued for the period of absence.
  7. Tuition Remission eligibility will be the same as is applicable to a new employee.
  8. Tuition Exchange eligibility will be the same as is applicable to a new employee.
- D. Bridge
  1. After 12 months of continuous, satisfactory service, time served prior to the original termination will be credited to determine the following:
    - a. Tuition Remission eligibility for dependent children and spouses.
    - b. The sick leave bank will be restored with any unused balance available at the time of the original termination.
    - c. The vacation and sick leave accrual rates based on the accrual schedule currently in effect for new hires.

IV. Rehired 366 calendar days or more after termination

- A. Individuals who are rehired 366 or more calendar days after termination are considered new hires.
- B. All benefits, continuous time on the job, etc. will commence as appropriate for a new hire employee based on the individual’s first day of work when rehired.

- V. Hired into a different position after termination
- A. All individuals, who return to Pratt Institute in a position other than their original position, are considered NEW HIRES.
  - B. Length of service is not bridged and benefits levels are not restored. The guidelines for restoration of time, benefits, etc. in sections II, III and IV above, do not apply.
  - C. The salary rate and Board of Trustee increases will be guided by the policy for new hires.
  - D. All new hires with the Institute are employed as a result of the Pratt Institute Search Policy and Procedures.

- VI. Subsequent Voluntary Termination
- A rehired employee or a new hire with prior Institute service, who voluntarily terminates less than two (2) years after the date of rehire or new hire, is ineligible for rehire or new hire in most circumstances. Subsequent employment of this individual requires full approval of the divisional vice president or provost, the president and Human Resources director.