

Texas Woman's University
University Policy Manual

Policy Name:	Staff Rehire / Reapplication Policy
Policy Number:	3.35
Date Passed:	June 2009
Date Reviewed:	August 2012
Next Review:	August 2015
Signed By:	Chancellor and President

PURPOSE

The purpose of this Texas Woman's University Operating Policy and Procedure is to provide a policy for rehire opportunities for a former staff employee under the guidelines and conditions outlined in this policy.

POLICY

Only a former employee who left in good standing is eligible for rehire. A former employee whose employment was involuntarily terminated for misconduct or unsatisfactory job performance, or who resigned in lieu of termination for such reasons is ineligible for re-employment with Texas Woman's University.

PROCEDURE

Re-employment is the rehiring of a former employee, whose previous conduct and job performance were satisfactory for TWU, and who is eligible for rehire to a vacant position within the University. Individuals may be re-employed if they have voluntarily resigned in good standing or have completed temporary employment in good standing.

If the former employee left in good standing and is eligible for rehire, that person will be given the same opportunities and will need to comply with the same requirements as other applicants. If hired, a former employee will be treated as a new employee for purposes of orientation, training and benefits. Texas Woman's University will not process applications received from a former employee who is not eligible for rehire.

General Procedure

When completing the termination paperwork for an employee, the supervisor or manager will indicate eligibility for rehire on the Personnel Transaction Form – Eligibility for Rehire section. The Office of Human Resources may also determine eligibility for rehire. Eligibility for rehire will be entered into the HRIS and applicant tracking systems for future reference.

A former employee who is seeking re-employment must disclose previous employment at the time the application is submitted. Failure to disclose prior

university employment may result in ineligibility for rehire. If it is discovered that a staff member is rehired without disclosing previous university employment, the current employment may be terminated.

Human Resources will review the personnel record of the former employee who has applied for reemployment, verifying eligibility for rehire. Some exceptions may be made, on a case by case basis, based on circumstances, with a thorough review using the Hiring Exception Form.

Criteria for “not eligible for rehire” designation

Those situations where a former employee may not be considered for rehire include:

- Termination as a result of progressive discipline where the employee has demonstrated a failure to meet job-related expectations;
- Failure to perform indicates a willful/purposeful choice to meet or not meet job performance expectations;
 - A distinction may be made between an individual’s *inability* to perform and a *failure* to perform;
 - Inability to perform recognizes the potential for impact of circumstances outside the employee’s control, such as medical or skill level limitations, on the individual’s job related performance;
- Termination as a result of gross misconduct resulting in policy violation warranting immediate dismissal (examples include theft, violence/threat of violence, alcohol/drug policy violation, moral turpitude, and other conduct demonstrating unfitness for employment with the University); or
- The termination was in the best interest of Texas Woman’s University. Such determinations will be made on a case by case basis in consultation with the Associate Vice President of Human Resources.

All such determinations must be in compliance with state and federal laws.

REVIEW

The Vice President for Finance and Administration will review this Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.

FORMS

[Hiring Exception Form \(HEF\)](#)