



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM 4002	Policy Title:	Rehire Policy
Effective:	03/14/2023	Responsible Office:	Human Resources
Date Approved:	03/14/2023	Approval:	Executive Vice President and Chief Operation Officer
Replaces Policy Dated:	07/01/2020	Responsible University Official:	Chief Human Resources Officer

PURPOSE:

This policy provides for the terms and benefits afforded to employees rehired into regular full- or part-time positions after a break in service.

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

HRM-4002.1 – Definitions

Employee

All regular and full-time and part-time faculty and staff. Limited term and temporary staff are not included.

Continuous service

Includes leave time or other time off taken for any purpose recognized under University policy or applicable law, as well as any break in service recognized as continuous service under University policy or applicable law.

HRM-4002.2 – *Policy*

Employees Rehired into a Regular Full- or Part-Time Position

Former employees who have separated from the University and are rehired within sixty days of the effective date of separation will be reinstated with their hire date and benefits to which they are entitled in their new position, based on the original date of hire.

Former employees who have separated from the University and are rehired between sixty days and twelve months of the effective date of separation will have their prior service restored, including for purposes of benefit eligibility, unless otherwise addressed or prohibited in another university policy or plan. The employee’s break in service will not be counted towards the employee’s time of continuous service with the university.

Employees rehired into faculty roles are subject to the provisions relevant to that role as outlined in the Faculty Handbook regarding issues of voting status, tenure eligibility, etc.

Employees Rehired into a Temporary or Adjunct Position

Faculty and staff must have a six-month break in service after separating from the university before returning in a temporary or adjunct position. Any exception must be approved by the EVP & COO and the cost of the exception borne by the requesting Division or School.

RELATED POLICIES:

Faculty Handbook

HRM-4003 *Resignation and Separation Policy*

POLICY BACKGROUND

This policy was created to modify previous guidelines that did not restore service for rehires and allows former employees to return to the university with credit for prior service.

Original approval of policy was 01/27/2020; Revised definitions added and policy was updated and approved on 3/14/2023

POLICY CONTACTS:

Chief Human Resources Officer