

Policies of the University of North Texas Health Science Center	Chapter 05
05.407 Re-employment and Reinstatement	Human Resources

Policy Statement.

It is the policy of the health science center to re-employ former employees who performed satisfactorily when previously employed and who are eligible for rehire, if doing so will benefit the employing department and the health science center. It is also health science center policy to reinstate former employees within the reinstatement provisions of other applicable health science center policies.

Application of Policy.

Regular Staff

Definitions.

Procedures and Responsibilities.

1. **Re-employment:** Re-employment is the rehiring of a former employee, who performed satisfactorily and is eligible for rehire to a vacant position within the health science center. Individuals may be re-employed if they have voluntarily resigned in good standing or have completed temporary employment in good standing. Individuals may be re-employed after discharged if, after consultation with the discharging department, it is the opinion of the Human Resource Services that re-employment will not be detrimental to the health science center.

Individuals discharged for cause must have successfully completed 18 months of documentable outside employment before they will be allowed to seek re-employment at the University of North Texas Health Science Center at Fort Worth

Responsible Party: Former Employee/ Human Resource Services

2. **Reinstatement:** Under specific circumstances, former employees may be reinstated to fill vacancies in the same position, or one of like pay and status held immediately prior to their separation. When allowed by statute, reinstatement restores certain benefits and service credits accrued at the time of separation. Employees who may receive reinstatement privileges are:
 1. Those individuals who have been involved in a temporary or seasonal layoff without fault on their part;
 2. Those individuals who have been on an approved leave of absence without pay and are returning to work;
 3. Those individuals who have been discharged and the discharge is not upheld;
 4. Those individuals who have entered the Armed Forces of the United States by either elective Service or enlistment and meet the requirements as outlined in the Reinstatement of Veterans provisions of P.L. 103-353, Uniformed Services Employment and Re-employment Rights Act of

1994. (See Policy number 06.09 of this manual and Texas Government Code §§ 613.002, 431.085.)

5. Those individuals who have been removed from a regular position and are subsequently recalled in accordance with the Reduction in Force Policy 04.10;
6. Those individuals who are forced to resign because of illness or disability and who are later able to return to work. The individual must make application for reinstatement within thirty (30) days of release by his/her physician.

Responsible Party: Human Resource Services

3. **Restoration of Sick Leave:** An employee separated from employment with the state under a formal reduction-in-force shall have his/her sick leave balance restored if re-employed by the state within twelve months of termination. An employee who is separated for other reasons shall also have his/her sick leave balance restored if re-employed within twelve months of termination, provided there has been a break in service of at least one month.¹

Responsible Party: Human Resource Services/Payroll

References and Cross-references.

¹ Texas Government Code, § 661

Forms and Tools. (optional)

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