



# New York Medical College Policy and Procedure Manual

<b>Section: HUMAN RESOURCES</b>	<b>No.: HR.118</b>
	<b>Date: July 24, 2009</b>
<b>Subject: HIRING FORMER EMPLOYEES</b>	<b>Page 1 of 4</b>
	<b>Supersedes: 6/7/05</b>

## I. Purpose

To establish guidelines for the hiring of former employees and corresponding benefits.

## II. Scope

This policy applies to all College non-faculty and non-union employees.

## III. Definition

Not applicable.

## IV. Policy

It is the policy of the New York Medical College to consider the hiring of qualified former employees whose past performance was satisfactory, based on the recommendation of their former Supervisor(s) or as indicated in their personnel records.

## V. Procedure

- A. Recruiting procedures must be followed in accordance with **Policy HR.104 - Recruitment of Non-Faculty Personnel**. All provisions for internal job posting and external job search should be followed to comply with Equal Employer Opportunity and Affirmative Action guidelines.
- B. Individuals, with the authority to hire and who wish to rehire a former employee, must contact the Human Resources Department, Manager of Employment for approval, clarification and verification of information on the former employee:

<b>Issued By:</b>	<b>Approved By:</b>
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1. Original Date of Hire and Date of Termination and Reason for Termination to assure rehire is appropriate.
  2. Department Administrator provides Human Resources with the rehire date to determine if the person is eligible for prior employment service credit. When the person's prior service with the College exceeds the amount of time they were absent from the College, then their service time is bridged and they have an adjusted date of hire or new "Benefit Date."
  3. The Benefit Date determines various policies and benefit eligibility levels. It does not in itself determine continuation of vesting for the Tax Deferred Annuity Plan.
  4. In order to determine continuation or full vesting in the Tax Deferred Annuity Plan, the former employee would have to be rehired by the College within five years of their termination. A former employee, whose break in service exceeds five years, begins as a new hire for vesting purposes.
- C. The Service Date or Adjusted date of hire for a former employee Is calculated by Human Resources based on the following Guidelines:
1. If rehired within one year of termination, the original date of hire is used since this is not considered a "Break in Service" and their time is counted as continuous service.
  2. If service time exceeds one year and there is a "Break in Service" and if the time employed exceeds the total amount of time of break in service, then Human Resources calculates a retro benefit date.

3. The Service Date or Adjusted Date of Hire is calculated by utilizing "Computation of Service Bridge" formula. If prior service exceeds the amount of time absent from the College, the adjustment is equal to the number of years of prior service deducted from the rehire date.

Example 1: Employee Original DOH: 8/20/02  
Date of Termination: 8/20/05  
Rehire Date: 8/20/07  
3 years service deducted from rehire date  
**Service Date (Adj. Service Date): 8/20/04**

Example 2: Employee Original DOH 8/20/00  
Date of Termination: 8/20/04  
**Rehire Date/Service Date:8/20/09**  
Rehire Date is the Service Date since Break in Service Exceeded Prior Service Time.

This date is used to determine eligibility for:

1. Vacation
2. Short term disability
3. Long term disability
4. Tax Deferred Annuity vesting – only if employee returns to employment within five years of terminating.
5. Services awards.

All other benefits are effective the first of the month following rehire.

## VI. Responsibility

**A. Hiring Department**

1. Contact the Human Resources Department for clarification and verification on all previous employees to determine eligibility for rehire.
2. In preparing the PAF for a rehire, indicate prior date of hire and date of termination in order for Human Resources to calculate if person is eligible for prior credit and Adjusted Date of Hire.

**B. Human Resources Department**

1. Provide information on the prior service record of the to determine rehire eligibility of the former employee.
2. Provide advice and guidance with respect to the interpretation and administration of this policy.
3. Calculate and verify Service Date/Adjusted date of Hire for benefit eligibility levels and to determine eligibility for TDA vesting.