

**TO:** All Staff

**FROM:** Kyle Benoit, Senior Vice President & COO

**DATE:** September 12, 2022

**SUBJECT:** Updates to HR's Rehiring Policy

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I am pleased to share updates to our **Eligibility for Rehire and Service Recognition Policy**. Based on feedback from staff, this policy was updated to better align with Riverside's workforce culture. The key updates are outlined below.

### **Eligibility to be re-hired at Riverside has been updated**

A guide to determine eligibility for rehire has been added. Rehire statuses are defined as:

- 1) Eligible for Rehire
- 2) Research
- 3) Not eligible for rehire

### **Eligible re-hired employees will be given credit for prior years of service**

Former employees who worked at Riverside for a minimum of 1 year, and are re-hired within 3 years of their separation date are eligible to have their seniority and Earned Time accrual bridged.

### **Current employees who have been rehired are eligible for Service Restoration**

Rehired employees are eligible for Service Restoration, even if it has been more than 3 years since their separation date. This one-time exception will be available through 12/31/2022. Employees must submit a **Service Recognition Request** by 12/31/2022 to Human Resources in order to have their seniority and Earned Time reviewed and bridged.

New Earned Time accrual rates (if applicable) will be effective the first pay period after the employee's request is approved.

### ATTACHMENTS:

- POLICY: Eligibility for Rehire and Service Recognition
- FORM: Service Recognition Request



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Author **Tim Weston**  
Department **Human Resources - Global**

## Eligibility for Rehire and Service Recognition

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### Policy:

Prior to a voluntary termination or at the time of an involuntary termination, Riverside Healthcare management will communicate to an employee whether he/she is eligible for rehire, and if any conditions exist that would affect the rehire eligibility process. Staff who leave Riverside in good standing and later want to return are eligible for consideration for rehire. Rehired employees who meet eligibility criteria will also be given credit for prior years of service.

### Procedure:

#### Definitions of Rehire Statuses:

**Eligible for Rehire:** Employees who leave Riverside in good standing.

**Research:** Employees who have had corrective action or have been terminated for reasons other than serious conduct or behavior violations will be eligible to seek Riverside employment after having demonstrated satisfactory work performance during the gap of separation.

**Not Eligible for Rehire:** Employees terminated for serious conduct or behavior violations.

#### Human Resources Consultation:

Supervisors must confer with a Human Resources Manager before determining a "Not Eligible for Rehire" or a "Research" status decision. After consultation, the supervisor must document this status in the HRIS system and share the decision with the staff member. This status will be reviewed by Riverside recruiters should this employee apply for a job with Riverside in the future.

## Guide to Determine Eligibility:

Reason for Leaving Riverside	Rehire Status
Voluntary resignation	Eligible
Retirement	Eligible
End of contract	Eligible
Reduction in force	Eligible
Loss of required credential	Eligible once credentials are reestablished
Attendance violation or voluntary resignation without required notice	Research
Poor performance	Research
Termination during probationary period	Research
Failure of pre-employment requirements (drug screen, strength assessment, etc.)	Not Eligible for six months
Unsafe work practices	Not Eligible
Use of prohibited substances impairing judgment	Not Eligible
Inappropriate behavior (harrasment, bullying, etc.)	Not Eligible
Falsification of credentials or application information	Not Eligible
Theft or falsification of timekeeping records	Not Eligible
Sleeping on the job	Not Eligible
Possession of a weapon	Not Eligible
Acts of workplace violence (including patient abuse/neglect)	Not Eligible
Criminal conviction leading to work ineligibility	Not Eligible
HIPAA violation and/or breach of confidentiality	Not Eligible

This guide is not meant to be an exhaustive list of all reasons for employment separation. Final interpretation or classification of separation reasons not mentioned will be decided by Riverside's Vice President of Human Resources.

## Service Restoration Rules for Eligible Employees:

- Upon rehire, the employee would follow the employee benefit eligibility and enrollment process as a new hire. The retirement plan and Eared Time accrual rate would recognize the continuous dates of service as outlined below and other benefits would be available once the new hire waiting periods have been met.
- If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or Earned Time accrual purposes.

*Example: Jane is hired on June 3, 2017, and voluntarily resigns on January 5, 2018. Jane is rehired on April 23, 2018. Because Jane did not complete one full year of service prior to rehire, she is treated as a new employee and will not be credited with any prior service.*

- If a former employee with more than one year's prior service is rehired, the employee's seniority and Earned Time accrual will be bridged if the employee is rehired within three years of their termination date.

*Example: Marcus is hired on September 3, 2008, and voluntarily resigns on March 12, 2016. Marcus is rehired on October 15, 2018. Because Marcus' period of absence was less than three years, Marcus is credited with his previous seven years and six months of service and falls into the corresponding Earned Time accrual rate based on the ET policy.*

- If a former employee with more than one year's prior service is rehired and the duration of the period of absence exceeds three years, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or Earned Time accrual.

*Example: Angel is hired on December 9, 2013, and voluntarily resigns on March 12, 2016. Angel is rehired on October 15, 2021. Because Angel's period of absence was longer than three years, she will be treated as a new employee and will not be credited with any prior service.*

## Appeal Process:

Riverside will consider appeals from former employees who are considered not eligible for rehire. Factors that will be considered include, but are not limited to: circumstances surrounding the previous employee's termination, length of time since termination, previous Riverside work record, and ability to maintain employment in good standing since the termination. All appeals will be reviewed by Riverside's Vice President of Human Resources.

## All Revision Dates

09/2022

## Approval Signatures

Step Description	Approver	Date
	Kyle Benoit	09/2022
	Susan Lopez	09/2022

# SERVICE RECOGNITION REQUEST

By signing this form, I am requesting a personnel file review by the Human Resources department to verify my prior years of service with Riverside Healthcare from a previous time of employment. Based on Riverside's "Eligibility for Rehire and Service Recognition" policy, I understand that if additional service time is awarded, I still have to follow existing new employee benefit eligibility and enrollment waiting periods based on my most recent rehire date. I also understand that additional service time awarded will be factored into retirement plan eligibility and Earned Time accrual rates. I also understand that only service that is able to be verified in personnel records will be recognized.

Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Prior Dates of Employment (best estimate if exact dates are unknown)

Start Date \_\_\_\_\_ Term Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit this form to the HR office or email to [hr@rhc.net](mailto:hr@rhc.net)  
All submissions must be received by 12/31/2022**

**OFFICE USE ONLY**

DATES VALIDATED	GHR UPDATED	DETERMINATION COMMUNICATED TO EMPLOYEE