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## Eligibility for Rehire and Service Recognition

### 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. This eligibility status will also be used to determine who is eligible to complete clinical rotations, internships, or volunteer assignments at Riverside. 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 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 Director of Human Resources & Development.

## All Revision Dates

03/2023, 12/2022, 11/2022, 09/2022

## Approval Signatures

| Step Description | Approver                                                         | Date    |
|------------------|------------------------------------------------------------------|---------|
|                  | Kyle Benoit: Senior Vice President/ Chief Operating Officer (CO) | 03/2023 |
|                  | Susan Lopez: MANAGER HR OPERATIONS                               | 02/2023 |