2461-B Quick Rehire

This procedure is used to rehire an individual into a qualifying temporary position[1] where the individual being recommended for rehire worked in this same position sometime within the previous 12 months.

The hiring supervisor must:

1. ask Human Resources to initiate a Motor Vehicle Report (when candidate will be driving for college business) or background check if needed.
2. receive authorization for rehire by submitting the Quick Rehire Form up through the direct report to the President to obtain chain-of-command approval. Once approval has been granted, an offer of employment may be made to the candidate.
3. submit a Blue Team Form if the candidate accepted the offer.
4. create a Faculty Load and Compensation assignment (Adjunct Faculty position) or Human Resources Information Form (Part-time Hourly Staff (temp) position).
5. ensure the rehired candidate
    a. completes his/her rehire employment paperwork on or before his/her first day of re-employment and goes through a HR rehired employee orientation, which is scheduled through the Human Resources Technician in the Office of Human Resources.
    b. completes the electronic Personal Data Sheet.

Contact(s): Director of Human Resources

Related Form(s): Blue Team Form; Human Resources Information Form; Personal Data Sheet; Quick Rehire Form

Related Policy or Procedure: 1470 – Employment/Separation

Approved by: President

Date: 1/23/17

Revision(s): 3/28/19 (minor revision); 10/8/20 (minor revision)

[1] Adjunct Faculty and Part-time Hourly Staff (Temporary)