



RE-HIRING OF FORMER EMPLOYEES CREDIT FOR PREVIOUS SERVICE

Oklahoma City University provides service credit to eligible employees who were previously employed by the University.

Former University employees who voluntarily resigned and who were eligible for re-hire at the time of their resignation, may be considered for reemployment provided their qualifications are suitable for a vacant position. A former non-faculty employee who is reemployed will be treated as either a re-hired employee or a reinstated employee. Reinstatement will occur if reemployment occurs within six months of the termination date. A re-hire will occur if reemployment occurs after six months from the date of termination.

All offers for reemployment must be reviewed by the Chief Human Resources Officer before the offer is extended.

A reinstatement means:

- Vacation entitlement, retirement eligibility, and eligibility for service awards will be established based on the initial hire date, adjusted by the full months (with partial months rounded up to the next full month) of the absence.
- Dates of service will be established based on the initial hire date, adjusted by the full months of the absence (thus yielding an “adjusted hire date”).

A re-hire means:

- The employee returns to work with a new date of hire and new effective dates for all University benefit programs, including vacation entitlement, retirement eligibility, and eligibility for service awards.
- The employee remains in re-hire status until the employee has been reemployed by the University for twelve months. At that point, the employee will be considered reinstated and will be given credit for previous OCU employment. Vacation entitlement, retirement, and service awards will be recalculated based on the initial hire date, adjusted by the full months (with partial months rounded up to the next full month) of the absence (thus yielding an “adjusted hire date”).

Effective August 1, 2013