

# Saint Joseph's College Policy Manual

## Human Resources

**Section Name:** Employment

**Section Number:** 3.13

**Effective Date:** July1, 2008

**SUBJECT: Re-Hires/ Break in Service**

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**Purpose:** Employment Equity

**Eligibility:** All Saint Joseph's College positions

**Policy:** Rehires are required to complete the following upon return to Saint Joseph's College

- Full open placement screening
- License/ Registration/ Certification verification
- Orientation

Employee's who were employed for more than one year and who return to Saint Joseph's College within one year of termination will have their seniority reinstated for service recognition and benefit eligibility purposes. Time between termination and re-hire is counted in service-recognition calculation.