

<b>SUBJECT:</b> Facilities & Safety Policy on Eligibility for Rehire	<b>Effective Date:</b> 6/19/17	<b>Policy Number:</b> FSP 2017 FS0012	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities & Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all Facilities & Safety (F&S) employees: A&P, USPS, and OPS (where applicable).

**POLICY STATEMENT:**

Facilities & Safety supervisors must exercise great discretion in determining whether a terminating employee is eligible for rehire within F&S or at the university. This policy clarifies the F&S process used to recommend eligibility based on, but not limited to: voluntary resignation; voluntary resignation while under corrective disciplinary action; an employee’s transfer between university departments or colleges within the university; or separation from the university for “Just Cause” or performance.

**DEFINITIONS:**

**Eligible for Rehire:** Designation assigned to an employee who terminates employment with F&S and is considered to be in “good standing” with F&S and the university at the time of the termination. Employees given this designation are considered eligible for consideration for rehire.

**Ineligible for Rehire:** Designation assigned to an employee who terminates employment with F&S and is not considered to be in “good standing” with F&S. Employees given this designation are not eligible for consideration for rehire with F&S. Employees deemed ineligible for rehire by F&S may or may not be eligible for rehire campus-wide, based upon the circumstances of the termination.

**Just Cause:** Misconduct or incompetence of an employee or some other event relevant to the employee which justifies termination of the employment contract.

**Transfer:** Movement between university departments and/or colleges for the purposes of a promotion, demotion, lateral transfer, or other personnel action which is agreed upon by the employee and the hiring department.

**Termination:** A voluntary or involuntary departure from a job.

**POLICY:**

When an employee voluntarily submits a Resignation Form to his or her supervisor, the supervisor will review the form and recommend whether the employee is eligible for rehire within F&S or campus-wide. The decision to assign a rehire status may be based on a variety of factors, including, but not limited to: contents of the employees resignation letter; the Resignation Form; performance; the outcome of a predetermination conference; the outcome of any investigation by an investigative office of UCF where termination has been deemed appropriate; or legal directive from the Office of General Counsel. Designations for non-rehire status must be based upon documented forms of corrective action, misconduct, or failure on the part of the employee to provide two weeks' notice, and may not be arbitrary or capricious in nature.

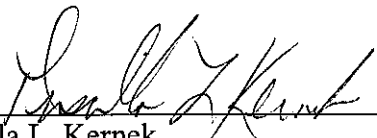
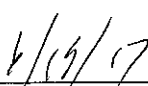
The supervisor will submit the Resignation Form and resignation letter to F&S Human Resources (F&S HR) for review. If a supervisor recommends that an employee is not eligible for rehire, he or she may not have the resigning employee sign the Resignation Form until after it is submitted to F&S HR. F&S HR will return any incomplete form to the department to ensure its completeness. Resignation forms indicating that the employee is not eligible for rehire will be forwarded by F&S HR to the Associate Vice President, Administration & Finance (Facilities & Safety) (F&S AVP) for review and approval or disapproval. The department must indicate whether the employee is ineligible for rehire within F&S or campus-wide. The AVP F&S may approve ineligibility for rehire within F&S, however, Central Human Resources, Employee Relations must approve university-wide ineligibility for rehire. Failure to provide at least two (2) weeks' written notice of resignation will result in the employee being designated as ineligible for rehire university-wide. In cases where the employee does not provide 2 weeks' notice due to a medical or family emergency, or where the employee's early departure is approved by the university, the department director must approve the eligible for rehire designation.

When an employee leaves a position in one department to accept a position in another department (transfers), notice of less than two weeks is only acceptable when approved by the "sending" supervisor, following negotiations with the receiving supervisor.

Facilities & Safety Human Resources will forward the signed, original Resignation Form to Central Human Resources and retain an electronic copy. Should an employee apply for future F&S positions, F&S HR will review the Resignation Form and any other appropriate documentation to ensure that the candidate is eligible for rehire.

**REFERENCES:**

UCF Handbook for A&P and USPS Employees, Resignation Notice:  
[http://hr.ucf.edu/files/Resignation\\_Note.pdf](http://hr.ucf.edu/files/Resignation_Note.pdf)

Approved By:	Date Approved:
 _____ Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	 _____ 6/19/17