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Subject:	IT Staff Rehire Policy				

1.0 PURPOSE

This policy outlines the process and conditions for the rehiring of IT employees. Some of the reasons that the IT department may wish to rehire a former employee include:

- A. Lower training costs. Former employees have already been trained in the technologies used, and may have picked up additional valuable skills while at another firm.
- B. Shorter learning curve. Former employees are already familiar with the company's systems and processes.
- C. Return of vital expertise. When senior people leave, they take valuable experience and skills with them.
- D. Possibly greater loyalty. If the employees left on their own due to feeling that "the grass is greener on the other side of the fence," they may appreciate more what the firm has to offer when they return.

2.0 SCOPE

This policy applies to all IT staff members that have previously worked for the company and wish to be rehired. It covers former fulltime employees, part-time employees, and individuals who have worked at the company as consultants.

3.0 POLICY

Within the guidelines described below, it is corporate policy to allow for the rehiring of IT staff who has previously worked for the company:

- A. Only employees who left in good standing are eligible for rehire. Employees who were terminated for violation of any corporate policy or for illegal activity are not eligible for rehire.

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- B. Previous employees who have been separated from the company for more than 6 months must go through the normal hiring procedures. This includes background and credit checks and drug screening.
- C. If the employee is rehired for a different position than the one held previously, the rehired employee must go through the standard probationary period for the new position.
- D. An employee who has received severance pay and who returns to work in a position with the company at the same or higher salary as the position held at the time of separation shall repay to the company any portion of severance pay received that is in excess of the time the employee was separated from the company.

4.0 REVISION HISTORY

Date	Revision #	Description of Change
03/18/13	1.0	Initial creation.

5.0 INQUIRIES

Direct inquiries about this policy to:

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