

2461-B Quick Rehire

This procedure is used to rehire an individual into a qualifying temporary position¹ 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.
3. submit a [Blue Team Form](#).
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)

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