

**THE MEDICAL COLLEGE OF GEORGIA
ADMINISTRATIVE POLICIES AND PROCEDURES**

**Office of Primary Responsibility
Human Resources**

**Subject:
Re-hiring of Employees**

1.0 Purpose

To establish guidelines for the re-hiring of individuals who have previously been employed at the Medical College of Georgia.

2.0 Policy

The Medical College of Georgia may consider former employees for employment provided the individual meets the requirements for the position for which they apply. The reason(s) for a prior termination and the circumstances surrounding the termination will be evaluated by the Employment staff in determining whether a previous employee is eligible for re-employment.

3.0 Procedures

3.1 Former employees will follow the same employment process as other applicants. To be re-employed, the applicant must be the most qualified candidate for the position. Prior work experience and familiarity with MCG policies and procedures may be a positive consideration in determining qualifications.

3.2 Time eligibility to apply:

3.2.1 Immediate

Persons whose MCG employment ended due to voluntary resignation, lack of work, end of project funding, completion of temporary work, or restructuring of positions/work duties may apply immediately or at any future time for open positions.

3.2.2 Deferred

Persons who are discharged as the result of inability to learn and perform the duties of a specific position may apply for other open positions after a minimum of six (6) months following discharge.

Persons who are discharged for poor performance and/or unacceptable conduct as defined in the Rules of Conduct may, depending upon the circumstances of their termination apply for other open positions after a minimum of 12 months, during which time they must have established a positive work record elsewhere.

NOTE: See stipulations in the Disciplinary Policy, section 4.1.3.

3.2.3 Ineligible

Persons who are discharged for cause twice are no longer eligible to apply for employment at MCG. Additionally if a discharge was for a serious offense such as: theft, carrying a weapon on campus, sexual harassment, violence in the workplace, conviction of a felony or a misdemeanor that is materially related to their work, or intentional abusive treatment of or gross negligent behavior toward a patient or customer future application for employment is prohibited. Convicted drug offenders or felons may not be hired or rehired. **NOTE:** See stipulations in Employment Policy, 1.4.01.

3.3 Any exception to this policy requires the prior approval of the Director of Human Resources.