Title

Rehire Benefits Eligibility Policy

HR Policy No: 30.006
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Effective Date: All rehires on or after April 1, 2022

Purpose

To outline the eligibility of sick time, vacation time, tuition, and retirement benefits requirements for all employees rehired within a 15-month time period to full-time administrative or staff positions (full-year, 9 or 10 month).

Applicability

Full-time Administrative and Support Staff Employees, excluding bargaining union employees

Policy

Benefit Eligibility Requirements for Administrative and Support Staff Employees

1. Employees must be rehired into a full-time, full-year or academic-year basis.

2. Full-time employment is defined as working a minimum of 35 hours per week.

3. Employee must have been in good standing prior to their last day of employment.

4. The 15 month time frame shall be calculated from the employees prior official last days employed to their rehire official commencement date.

Sick Time Accrual

1. The sick time accrual rate for administrative and support staff employees is determined based on the number of months worked and the Sick Time Policy 30.004.

2. Sick time begins accruing on the first day of the month following the month of rehire. For example: An employee is hired on October 10, sick time begins to accrue on November 1.

3. The total amount of paid sick time for which an employee is eligible accrues over the entire fiscal year in which it is earned. Academic year employees accrue sick time for the actual months they are required to work.

4. Sick time that was earned in a previously held position, prior to the date of separation of employment, will only be banked as a beginning balance if the employee is rehired within a 15-month period of their separation date. The amount of the sick time balance retained will be discussed during the hiring process.

Vacation Time Accrual

1. The vacation time accrual rate for administrative and support staff employees is determined based on the number of months worked and the corresponding policy of Administrative Staff Vacations 30.001 and Support Staff Vacations 30.002.

2. Vacation time begins accruing on the first day of the month following the month of rehire. For example: An employee is hired on October 10, vacation time begins to accrue on November 1.

3. The total amount of paid vacation time for which an employee is eligible accrues over the entire fiscal year in which it is earned. Academic year employees accrue vacation time for the actual months they are required to work.

4. The accrual rate of vacation that was earned in a previously held position prior to the date of separation of employment may be earned in the new position if the employee is rehired within a 15-month period of their separation date.Unused accrued vacation time is paid out upon employment termination. Employees who are rehired will not be eligible to establish any rollover of vacation time as that balance would be equal to zero due to the payout.

Tuition Remission Eligibility

1. Administrative and Support Staff employees who are rehired within 15-months of their separation date will be eligible to use prior service years towards tuition remission eligibility.

2. Administrative and Support Staff employees that were eligible for tuition remission prior to the September 1, 2019 policy and rehired within 15-months will continue to be eligible for this benefit under Tuition Remission Policy 30.014.

3. Administrative and Support Staff employees that were eligible for tuition remission after the September 1, 2019 policy and rehired within 15-months will be able to utilize prior service years towards their tuition remission eligibility.

Retirement Contributions Eligibility

1. Administrative and Support Staff employees who are rehired within 15-months of their resignation date will be eligible to use prior service years towards their vesting status for the College retirement contribution plan. Vesting occurs after 24 continuous months of employment or if vested in a prior employer contribution/matching plan.

2. The College retirement contribution plan is governed by ERISA and the plan document.

3. Administrative and Support Staff employees that were eligible for College contributions prior to their separation date are automatically vested and will receive the College contribution at the first year initial contribution rate of 4.5% the first of the month after their rehire date.

4. Administrative and Support Staff employees may contribute to the group voluntary retirement plan any time as of the first of the month after their rehire date or later. If no action is taken on their part within 30 days of their eligibility date, they will be auto enrolled at 2% pre-tax per the College's 403(b) plan auto enrollment plan design. Employees are able to change contribution amounts at any time.

Other

The terms of all benefit policies and terms and conditions remain in full force and effect, and will be based upon existing employee classifications.

Responsibility

The senior associate vice president of human resources, or his/her designee, is responsible for overall administration of this policy.