

03.210 **Reemployment and Reinstatement.**

1. Purpose. To define policy regarding the reemployment and reinstatement of former employees. (For policy information regarding the reemployment of former employees receiving retirement annuity benefits from TRS or ORP, see the Retirement policy.)

2. Policy. It is the policy of the System to reemploy former employees who performed satisfactorily when previously employed and who are eligible for rehire, if doing so will benefit the employing department and the System. It is also System policy to reinstate former employees within the reinstatement provisions of other applicable System policies.

3. Reemployment. Reemployment is the rehiring of a former employee, who performed satisfactorily and is eligible for rehire, to a vacant position within the System administration. Reemployed persons are:
 - a. those individuals who have voluntarily resigned from a regular position, or have completed temporary employment at the University in good standing and, after a period of time following separation, apply for reemployment and are reemployed at the System, or

 - b. those individuals who have been discharged from one organizational unit, and the discharge has been upheld, but in the opinion of the UNT Assistant Vice President for Human Resources, are eligible for reemployment in another unit.

4. Reinstatement. Under specified circumstances, former employees may be reinstated to fill vacancies in the same position, or one of like pay and status, held immediately prior to their separation. Reinstatement restores any benefits and service credits accrued at the time of separation. Employees who may receive reinstatement privileges are:
 - a. those individuals who have been involved in a temporary or seasonal layoff without fault on their part;

 - b. those individuals who have been on an approved leave of absence without pay and are returning to work;

 - c. those individuals who have been discharged and the discharge is not upheld;

- d. those individuals who have entered the Armed Forces of the United States by either Selective Service, enlistment or voluntary or involuntary activation and meet the requirements as outlined in the Reinstatement of Veterans provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 and Chapter 613, Texas Government Code; and
 - e. those individuals who have been removed from a regular position in accordance with the Reduction in Force policy.
5. Restoration of Vacation and Sick Leave. Restoration of vacation and/or sick leave balances upon reemployment shall be applicable in compliance with the provisions of the Texas Government Code, and the Sick Leave and Vacation Leave policies.