

CORPORATE POLICY

SUBJECT: Rehire of Former Employees

CATEGORY: Human Resources

ORIGINAL DATE: May 12, 1996

REVIEWED DATE: October 11, 2019

REVISION DATE: February 26, 2020

I. POLICY:

Former employees of the Lake County Health Department and Community Health Center (LCHD) may be considered for re-employment with LCHD under the following conditions:

1. The employee gave satisfactory notice prior to leaving.
2. The employee's last evaluation was successful or better.

II. SCOPE:

All LCHD employees.

III. PROCEDURE:

- A. Human Resources is responsible for ensuring the conditions of this policy have been satisfied.
- B. The employee will be required to complete the Employment Eligibility Verification Form (I-9) if they have not completed this form for LCHD within the three (3) years prior to being rehired or if the previous I-9 form is no longer retained by LCHD.
- C. The employee will be asked on the application if they have previously worked for LCHD. If they indicate they have not been formerly employed by LCHD and it is later discovered they were, this may be grounds for termination.
- D. Employees who terminate employment and are re-hired within six (6) months will have vacation leave accrual rates reinstated.

IV. REFERENCES:

Vacation Leave Policy

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____