

Reemployment

Purpose

This procedure establishes the circumstances under which former regular exempt and nonexempt employees who return to USM service shall be considered as new employees.

General Guidelines

A former regular exempt or nonexempt employee who returns to University System of Maryland service after a break in service of three or more years shall be considered a new employee. Former employees who return within three years of separation shall be governed by the Policy on Reinstatement.

For individuals who are reemployed as new employees, prior service, not including the period of separation from service, shall only be used to:

1. Determine the rate of annual leave earnings for nonexempt employees as described in the Policy on Annual Leave:

A nonexempt employee who returns to USM service is entitled to credit towards the rate of annual leave earning for previous USM and/or State service. This previous service must have included at least 180 days of continuous and satisfactory performance in an allocated position.

2. Determine seniority points for nonexempt employees, as provided in BOR VII – 1.30 – Policy on Layoff for Unclassified and Classified Personnel.

Administration of the Policy

The Office of Human Resources (OHR) is designated as administrator of the policy and corresponding procedures and all questions should be referred to that office.

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

References

BOR VII – 1.30 – Policy on Layoff for Unclassified and Classified Personnel

BOR VII – 1.31 – Policy on Reemployment

BOR VII – 7.00 – Policy on Annual Leave for Administrative and Classified Personnel

All policies are available on:

FSU Web Page

USM Web Page

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