

FSU Procedures
**USM Policy on the Reemployment and Reinstatement for Regular Status Nonexempt
and Exempt Staff Employees**

(Approved by the USM Board of Regents December 3, 1999, effective January 2,
and January 12, 2000; Amended October 9, 2015)

I. Purpose

Administration of USM Policy VII-9.61 – Reemployment and Reinstatement for Regular Status Nonexempt and Exempt Staff Employees.

II. Definitions

- A. **Reemployment:** Return to USM employment after a break in service of three (3) or more years.
- B. **Reinstatement:** Return to USM employment after a break in service of less than three (3) years.

III. General Guidelines

The Office of Human Resources (OHR) is designated as administrator of the afore-referenced policy. All questions regarding FSU procedures in regard to the policy should be referred to that office.

IV. Other

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

V. References

USM Policy VII-9.61 Reemployment and Reinstatement for Regular Status Nonexempt and Exempt Staff Employees
USM Policy VII-1.30 Layoff for Unclassified and Classified Personnel
USM Policy VII-7.00 Annual Leave
USM Policy VII-7.12 Leave of Absence without Pay for Nonexempt and Exempt Staff Employees
USM Policy VII-7.45 Sick Leave
USM Policy VII-7.50 Family and Medical Leave

Replacement for:

Policies and Procedures for Classified Employees, Reinstatement, page II-7 through page II-10, July 1, 1990.
USM VII-1.31 Policy on Reemployment

All policies and procedures are available on:

- FSU Web Page
- USM Web Page
- FSU Employee Handbook