

Institutional Handbook of Operating Procedures Policy 03.03.04	
Section: Human Resources Policies	Responsible Vice President: Executive Vice President of Business and Finance
Subject: Employment	Responsible Entity: Human Resources

I. Title

Eligibility for Re-employment Process

II. Policy

Former UTMB employees may be considered for rehire with approval of the Vice President for Human Resources and Employee Services or designee.

The University of Texas Medical Branch (UTMB), in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.

III. Guidelines

- A.** Former employees who resigned voluntarily, retired, or were subject to a reduction-in-force are eligible for rehire. Employees terminated for misconduct/misbehavior **or** employees who are being terminated a second time regardless of the reasons will be ineligible for reemployment at UTMB. This includes employees who resign in lieu of termination when the reason for planned action is misconduct/misbehavior or if this is the second termination for cause.
- B.** Employees terminated a first time for cause other than misconduct or who resigned in lieu of termination if the planned action was not for misconduct/misbehavior may be eligible for rehire after twelve months.
- C.** The following considerations used in determining rehire eligibility include:
 - Documentation of reason(s) for termination or planned termination from UTMB.
 - Work history while employed at UTMB.
 - Satisfactory completion of criminal history background check and drug screen.
 - Responsibilities of last position with UTMB.
 - Type of position being sought.
- D.** If the applicant has previously worked for UTMB, it is the hiring manager’s responsibility to review the employment file before making a hiring decision.

IV. Related UTMB Policies and Procedures

[IHOP - 03.01.09 - Discipline, Dismissal and Appeal for Classified Employees](#)

V. Dates Approved or Amended

<i>Originated: 05/01/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/12/2012	01/19/2018

VI. Contact Information

Human Resources, Employee Relations
(409) 747-8696