

Former Employee Rehire Policy Template

1. Purpose:

This policy outlines the guidelines and procedures for rehiring former employees at our organization.

2. Eligibility:

Former employees who left the company voluntarily or were laid off may be considered for rehire based on their previous performance, conduct, and eligibility for reemployment.

3. Process:

- Hiring managers must submit a request for rehire to HR, providing details of the former employee and the reasons for rehiring.
- HR will review the request and assess the eligibility of the former employee based on their previous employment history.
- If approved, HR will coordinate the rehiring process, including updating employment records and conducting any necessary background checks.

4. Considerations:

- Rehired employees may be subject to a new probationary period, depending on the length of time since their previous employment.
- Salary and benefits for rehired employees will be determined based on current company policies and market standards.

5. Compliance:

This policy complies with all relevant employment laws and regulations regarding rehiring former employees.

Sources:

- Society for Human Resource Management (SHRM): <https://www.shrm.org/>

- U.S. Department of Labor: <https://www.dol.gov/>

