

Human Resources Classified Staff

Policy and Procedures

Policy: ~~#423.0, Unnumbered Policy on UA Policy webpage~~

Effective: ~~06/06~~

Revised: ~~04/08~~

Section: ~~Human Resources~~

Subject: ~~Ineligibility for Rehire~~

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POLICY STATEMENT

The University of Arizona is committed to creating an effective, safe and secure environment for those who live, learn and work here. Toward that end, ~~the University will exclude from future employment former employees whose separation occurred under any of the following circumstances:~~

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1. Termination for misconduct, as defined by University or Arizona Board of Regents policies; or
2. Resignation or retirement in lieu of termination for misconduct; or
3. Resignation or retirement when consideration of termination for misconduct is pending; or
4. During the course of an investigation for misconduct.

NOTIFICATION AND REVIEW PROCESS FOLLOWING INELIGIBILITY FOR REHIRE DECISION

On behalf of the University, the Associate Vice President for Human Resources (AVPHR) will notify the former employee in writing within ~~thirty (30) business days of the employee's separation from employment~~ that she/he will be ineligible for rehire at the University. The former employee may seek reconsideration of ~~her/his re-employment ineligibility~~ by notifying the AVPHR in writing within ~~ten (10) business days after receipt of the notification~~. The former employee shall include any information she/he wishes the University to consider in seeking to reverse the ineligibility decision at the same time. Either the AVPHR or Provost will notify the former employee in writing of ~~her/his final decision~~ within ~~thirty (30) business days after receipt of the former employee's request for reconsideration~~, which decision shall not be subject to further administrative review.

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NONEXCLUSIVITY OF THIS POLICY

The University also may exclude from future employment employees whose misconduct is discovered by the University after separation from employment. In such a case, the University will provide reasonable notice to the employee upon discovery of the circumstances leading to such decision and provide an opportunity to seek reconsideration of that decision within ten (10) business days of receipt of the notification, as set forth above.