THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.49
		Revised:	7/1/05
SUBJECT:	Rehire, Reinstatement and Credit for Prior Service	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	1
APPLIES TO:	All Regular Employees with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resources and Affirmative Action		

Policy

Individuals previously employed by the University in a benefits eligible regular full or part time position may apply for reemployment, reinstatement, or crediting of prior service under the following conditions:

REHIRE. Individuals seeking rehire are subject to University employment procedures. Their previous University employment record will be reviewed and considered as part of the re-employment decision.

An individual returning to regular employment at the University as a "rehire" (including a rehire eligible for reinstatement):

1. begins with a new "Service Date" (Date of Hire) which is the first day of re-employment;
2. will be subject to the provisions of SPG 201.43...Probationary Period (if applicable) beginning with the new service date;
3. begins a new eligibility period for all benefit programs; and
4. will be subject to enrollment standards in benefit programs, the same as a new hire with no prior service.

REINSTATEMENT. A faculty or staff member who terminated employment with the University and is subsequently rehired; may be reinstated provided the individual:

1. had a minimum of one year of continuous service as a regular employee and was recommended for rehire prior to leaving the University;
2. returned to work within one year from the date of termination; and
3. remains re-employed with the University for at least three continuous years.

The faculty or staff member's service date will be adjusted to provide the reinstatement credit for which the faculty or staff member is eligible, provided the individual applies for reinstatement following completion of three continuous years of reemployment.

A reinstatement will have no effect on health, dental, or life insurance, and the University will make no retroactive contributions toward retirement. If the faculty or staff member is not participating in the Expanded Long Term Disability Plan, the faculty or staff member will be covered by the Basic Long Term Disability Plan, if the original benefits eligibility date was prior to September 1, 1981, once he or she has been reinstated and five years of service have accrued from the benefits eligibility date. If hired September 1, 1981, or later, only the Expanded Plan is available. The benefit eligibility date will be the same as the original service date provided a continuous regular appointment has been maintained, except for the break in service.

A continuous regular appointment between the original service date, once reinstated, and the last day of work will be used in determining when the years of service criterion is met for retirement and service awards purposes.

CREDIT FOR PRIOR SERVICE. A faculty or staff member with a break in service of more than one year may request credit for prior service [credit] for previous employment with the University provided that:

1. The faculty or staff member had a minimum of one year of continuous previous service as a regular faculty or staff member.

2. The break in service is greater than one year.

3. The length of the break was less than the length of service prior to termination.

4. The faculty or staff member has completed 10 years of current continuous University service. Credit for prior service will be used in determining eligibility for retirement and service awards only. Crediting of prior service will have no effect on any other University benefits.

A faculty or staff member may elect the credit for prior service option, or the reinstatement option only once.

To retire with benefits requires a benefit eligible appointment. Please see SPG 201.83 Retirement, or consult with the Benefits Office.

For current procedures relating to this SPG, refer to Attachment. Procedures are issued by Human Resources and Affirmative Action Administration, and HRAA retains the authority to revise them as necessary. Inquiries should be directed to HRAA.

Attachment
Rehire/Reinstatement
Procedures

ISSUED BY: HRAA **REVISED:** 5/1/01

RESPONSIBILITY	**ACTION**
REHIRE:	
Faculty or staff member	Complete Employment Application.
Employment Services	Review Personnel folder for eligibility; if no folder, research other records and contact previous supervisors.
	Follow SPG 201.22, Recruitment and Employment Process.
	Determine if eligible for reinstatement and inform applicant.
	Notify HR Records & Information Services of potential reinstatement.
HR Records and Information Services	Indicate potential reinstatement on appointment form.
REINSTATEMENT	
Faculty or staff member	Apply in writing after three continuous years of service.
Employment Services	Determine and approve eligibility.
	Notify HR Records & Information Services of approval using Appointment Change Request. In remarks show corrected service date and effective date of change; if needed, provide documentation.
	Notify faculty or staff member of approval in writing; include corrected date and effective date; send copies to department and Benefits.
	Notify appropriate office of eligibility for service award based on adjusted service date.

RESPONSIBILITY	ACTION
HR Records and Information Services	Adjust service date and benefit eligibility date.
Human Resources and Affirmative Action	Arrange for faculty or staff member to receive the appropriate award based on the adjusted service date.

CREDIT FOR PRIOR SERVICE

Faculty or Staff Member	Apply in writing after ten years of service.
Employment Services	Determine and approve eligibility.
Benefits Office	Determine retirement and benefit eligibility date.
Employment Services	Notify faculty or staff member of approval and retirement and benefit eligibility date in writing. Send copy to Records and Information Services.
HR Records and Information Services	Creates a personal modifier on person data screen.
Human Resources and Affirmative Action	Arrange for faculty or staff member to receive the appropriate award based on the adjusted service date.