



## **COLUMBIA ASSOCIATION POLICY REGARDING ELIGIBILITY FOR REHIRE**

It is the Columbia Association's policy to consider former team members for rehire within the following guidelines. For purposes of this policy, a former team member is someone whose full-time or part-time employment by the Columbia Association ("CA") previously terminated due to resignation, discharge or retirement.

### **A. Determination of Eligibility for Future Rehire at Time of Termination**

Actions by a team member that involve dishonesty, violation of the law, violence, or the creation of material risks to CA operations or to the safety of oneself or others are grounds for immediate termination of employment and will result in ineligibility for rehire. Examples of such actions include, but are not limited to:

- Theft, destruction or unauthorized use of property belonging to CA, other team members or customers
- Possession of an unauthorized weapon on CA time or premises
- Verbally or physically threatening or assaulting another person on CA time or premises
- Dishonesty or falsification of CA records, including an employment application or time records
- Violation of CA's Drug and Alcohol Policy, Workplace Violence Policy or Equal Employment Opportunity and Sexual Harassment Policy
- Conviction of a crime involving dishonesty, violence or other abuse, or other behavior that impairs suitability for employment
- Failure by a team member to report his/her criminal conviction to his/her team leader within five days of conviction
- Violation of safety rules that may result in significant injury or property damage
- Absence for three consecutive days without notification to CA
- Sleeping while on duty

The team leader shall determine whether the team member's conduct falls within any of the above or similar categories. If so, the team leader shall indicate on the Personnel Action Form completed in connection with the team member's termination of employment that the former team member is not eligible for rehire and the basis for the team member's ineligibility. If the team member is terminated for a reason other than the types listed above, it is within the team leader's discretion to determine whether the team member is or is not eligible for rehire. If the team leader is having difficulty making the determination as to ineligibility, he/she should contact the Legal/Human Resources department for advice.

If a former team member is eligible for rehire based on this Policy, the team leader should remember to check the "Yes" box on the Personnel Action Form relating to eligibility for rehire. A prompt hiring decision can then be made in the event that the former team member later

applies for reemployment.

## **B. Guidelines for Rehire**

1. A former team member seeking re-employment must disclose previous CA employment at the time the application is submitted. Failure to disclose previous CA employment may result in ineligibility for rehire. If it is discovered that a team member has been rehired without disclosing previous CA employment, the current employment may be terminated.
2. A former team member is eligible for rehire if the separation from prior CA employment was voluntary and appropriate notice was provided. In the event that a former CA Vice President or Division Director is rehired, the President will so inform CA's Board of Directors.
3. A former team member who left CA's employ on an involuntary basis, but whose employment was not terminated for the types of reasons set forth in Part A of this Policy, may be considered for rehire. Examples of grounds for termination allowing for rehire might be habitual lateness or too much time spent in personal conversations. A former team member's work record during the separation from CA may be considered in connection with the decision as to whether to rehire.
4. A former team member whose CA employment was terminated due to conduct described in Part A of this Policy may not be considered for rehire without written approval as set forth in item 6 below.
5. A team leader considering hiring a former CA team member must notify CA's Human Resources ("HR") Department **before extending an offer to rehire**. The HR Manager will review the personnel file of the former team member and verify eligibility for rehire before forwarding an employment application to the Payroll Department. If there is no indication in the personnel file as to whether or not the former team member is eligible for rehire, the HR Manager will contact the former team leader to determine the circumstances under which the former team member's CA employment was terminated. The HR Manager will advise the hiring team leader regarding the former team member's eligibility for rehire.
6. If the hiring team leader believes that a former team member who has been determined to be ineligible for rehire should be offered re-employment, the team leader must first consult with the former team member's former team leader. The hiring team leader also must first obtain written approval from the appropriate Division Director and the President. The Division Director and President will consult with the General Counsel prior to providing any such approval.

**Approved by Board of Directors October 23, 2008**