I. Policy: Reemployment/Rehire Policy

It is our policy to allow former employees who voluntarily left in good standing to be considered for rehire, along with qualified external applicants.

II. Procedures:

A. Former employees may be considered to be in good standing if they had satisfactory performance evaluations and attendance records while employed at St. Joseph Academy.

B. Former employees who have been designated as "not eligible for rehire" may not be considered.

C. If an employee's position was eliminated as part of a reduction in force, they may be considered eligible for rehire if they had satisfactory work performance, evaluations and attendance records.

D. Former employees who are eligible for rehire may be required to successfully complete a background check before rehire.

The President/CEO reserves the right to make exceptions to this policy.

Approved by: __________________________
President/CEO

Date: 2/01/2021