

Reemployment/Rehire Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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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: Tabra Jones
President/CEO

Date 8/4/23