SUBJECT: Reemployment of Former Employees

A full-time employee who voluntarily terminates employment with Midland College may be re-employed at a later time at the option of Midland College and under the following provisions:

I. Faculty and Classified Staff

Faculty or classified employees who terminate employment, and are later re-hired, may be placed on the appropriate salary schedule at Step 10 or below; however, the step may not exceed the step the employee held at the time of termination. The foregoing are maximum limits of placement on the salary step; actual placement should be made after careful consideration of the employee’s past performance, applicable experience, and skills qualification. The President must approve the step placement.

II. Administrative Employees

Administrative employees who are on a salary range at the time of termination of employment, and who later are re-hired for a position that is covered by a salary schedule, may be placed at a step which equals their years of employment with the College, but not to exceed Step 10. The foregoing are maximum limits, actual step placement should be made after careful consideration of the employee’s past performance, applicable experience, and skills qualification. The President must approve the step placement.

III. Part-time Employees

For purposes of this policy, part-time employment does not qualify a person as a former employee. Re-employment of such people will be in accordance with the policies applicable to new hires (Policy Numbers 5:02:01, 5:03:01).

IV. Service Credit for Benefits

Former employees re-hired under the provisions of this policy may be given credit for all of their prior service with Midland College for determining benefit eligibility. However, accrual of benefits will begin with the date of re-employment; no accrued benefits will carry over from the employee’s termination date. Full-time employees who voluntarily terminate employment with Midland College should be notified of the above provisions during an exit interview.