

**Policy & Procedure Manual**

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**HIRING FORMER EMPLOYEES – HR-I-4**

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**POLICY:**

Employees who leave OPTIONS voluntarily with good work records and under applicable circumstances and who make application for re-employment will be given every consideration. It is our policy not to re-employ those who are discharged for cause or who have left OPTIONS under dubious circumstances unless approved by the Director, Human Resources. Employees returning to our employ must waive rights occurring from prior service, except where certain benefits allow according to individual plan policies. All employees who are rehired must serve a probationary period.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources, Community Services Administration

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

A handwritten signature in black ink, appearing to be 'C. D. ...', is written over a horizontal line.