

HR Policys & Procedure

2.8 REHIRE

PURPOSE

To establish a uniform procedure to deal with former employees who wish to re-join the Student Center work force.

POLICY

Former employees with good work records shall be eligible for consideration for re-employment. Except for individuals who have left employment for a relatively short period of time, former employees who are rehired will be treated identically as new hires with no previous Student Center experience.

PROCEDURE

For the purpose of determining the eligibility date for Student Center paid benefits such as health care, vacation credit and sick leave, an employee rehired after one year of separation from employment shall be treated as a new employee. This is true even if the separation was due to a reduction in force. This provision does not apply to those employees who take an approved leave of absence. Further, this provision does not alter a rehired employee's vesting rights in any Student Center sponsored plan, such as a Pension Plan, regulated by ERISA.

Employees rehired with less than a one-year break in service may, at the discretion of the Student Center, have all past service restored. However, they will be required to go through all steps of the selection process.

The former employee's supervisor will normally be consulted prior to making an offer of re-employment.

SCGB Approval:
July 7, 1997

Employee Policy And Procedure Manual Template

Sheri B. Doniger, DDS



Employee Policy And Procedure Manual Template:

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control **Business Report Guides** Dorinda Clippinger, 2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists Business Report Guides gives ample information to apply instantly It also works as a handy reference for use throughout your career Fundamentals of Sleep Technology Teofilo Lee-Chiong, M.D., 2012-06-01 Fundamentals of Sleep Technology provides a thorough understanding of the use of polysomnography and other technologies in the evaluation and management of sleep disorders Coverage includes in depth reviews of the neurophysiology and cardiopulmonary aspects of sleep along with the pathophysiology of sleep disorders Detailed sections on polysomnography include recording procedures identifying and scoring sleep stages and sleep related events and report generation Chapters discuss therapeutic interventions including positive airway pressure supplemental oxygen surgical and pharmacologic treatments and patient education A section focuses on pediatric sleep disorders and polysomnography Also included are chapters on establishing and managing a sleep center and accrediting a sleep program Fundamentals of Sleep Technology is endorsed by American Association of Sleep Technologists AAST AAST committees oversaw the development of this book defining the table of contents recruiting the Editors and providing most of the contributors Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry *Plunkett's Procedures for the Medical Administrative Assistant* Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new

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Hospitality Security Darrell Clifton, 2022-12-23 Hospitality Security Managing Security in Today's Hotel Nightlife Entertainment and Tourism Environment Second Edition provides experience based proven methods for preventing and resolving the challenges faced by today's hospitality security staff and leadership The lodging component of a hospitality environment creates challenges to the security professional by its complex set of assets and amenities especially when combined with gaming environments Whether the reader is establishing or improving a professional proactive proprietary security force or the manager of a boutique hotel the practical methods described herein are applicable to everyone Author Darrell Clifton takes the reader through a logical and methodical process to first evaluate what risks are inherent to hospitality environments how to assess those risks through threat and vulnerability assessments and methods to mitigate eliminate or transfer them The book stresses the importance of prevention and investigation into the root causes of incidents as a tool for avoiding future undesirable events This is especially important in that each registered guest brings with them their own unique set of circumstances family values problems and social issues The security function must operate to protect their individual rights their right to privacy and their desire to enjoy the facilities they are patronizing while contributing to the revenue stream This must be balanced with the obligation or duty to provide reasonable care from foreseeable harm by the hotel to avoid incidents and litigation Clifton an experienced industry veteran clearly establishes and identifies practical reasonable and cost effective ways to accomplish this balancing of guest enjoyment with guest protection This new edition includes expanded content on premises liability security force behavioral recognition workplace violence active shooter scenarios evacuation planning social media and guest reviews and hotel scams Additional coverage on nightclubs and bars has been added including four entirely new chapters on specialized security for events and venues crime prevention through environmental design CPTED advances in technology and industry trends for the gaming and hospitality sector Ideal for novices and veterans alike Hospitality Security Second Edition is an accessible reader friendly reference that enables security directors to evaluate what risks are inherent to hospitality environments to analyze those risks through threat and vulnerability assessments and to develop methods to mitigate or eliminate them all the while keeping customers and personnel safe and improving the bottom line

Comprehensive Disability Management Henry G. Harder, Liz R. Scott, 2005-10-06 Comprehensive Disability Management explores current knowledge of disability management and provides

insight into new concepts This book documents proven techniques for reducing the financial and human costs of disability It introduces the first theoretical model in this developing profession and provides practical examples of how to implement and manage an effective disability management program Formulates the business case for disability management in an organization helping the reader understand how disability management fits into the overall functioning of a corporation Presents a theoretical model that recognizes the influence of multiple issues on a disability outcome Reviews proven disability management techniques for ensuring evidence based best practice treatments

How to Open & Operate a Financially Successful Specialty Retail & Gourmet Foods Shop Douglas Brown, Sharon Fullen, 2017-01-15 Maybe you love exotic and unusual flavors as well as high quality products and you wish that there was a way for you to make a living selling not just food but food that you love talking about tasting and sharing with others You have the passion but you need information to figure out the nitty gritty details like regulations and financing This book will give you industry specific advice by discussing how to refine your vision how to market your product as a specialty food and more This book will also cover the basics that any retail store owner needs to know You want to make sure that you re not missing anything as you carefully decide if owning a gourmet retail store is right for you and this book will guarantee that you don t Gourmet food products and corresponding gourmet retail stores are here to stay as a part of the U S economy despite economic uncertainty since they are far more affordable luxuries than many other specialty items They have also weathered the change to a more e commerce filled world even though a big part of the appeal of specialty stores is the in person experience Websites can be thoughtfully designed to supplement a brick and mortar store or a completely online enterprise can provide specialty goods to consumers via shipping This new A to Z guide is updated and completely revised to reflect changes in the specialty food industry and the technology that governs retail stores Enjoy stories from real life entrepreneurs and practical insights needed to start operate and manage a highly profitable specialty store It is the perfect book for entrepreneurs schools and technical training centers

Comprehensive Healthcare Simulation: Implementing Best Practices in Standardized Patient Methodology Gayle Gliva-McConvey, Catherine F. Nicholas, Lou Clark, 2020-10-15 This book brings to life best practices of Human Simulation maximizing the Standardized Patient SP methodology that has played a major role in health professions learning and assessment since the 1960s Each chapter reflects the Association of SP Educators Standards of Best Practices SOBPs and provides guidance for implementation Multiple insights are offered through embedded interviews with international experts to provide examples illustrating successful strategies The Human Simulation Continuum Model a practical and theoretical framework is introduced to guide educators in decision making processes associated with the full range of human simulation The Continuum Model spans improvisations structured role play embedded participants and simulated standardized patients This book also provides the full how to for SP methodology covering topics including case scenario development creating training material training techniques for case portrayal training communication and feedback

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Clinical Laboratory Management Lynne S. Garcia, 2013-11-15 This totally revised second edition is a comprehensive volume presenting authoritative information on the management challenges facing today's clinical laboratories Provides thorough coverage of management topics such as managerial leadership personnel business planning information management regulatory management reimbursement generation of revenue and more Includes valuable administrative resources including checklists worksheets forms and online resources Serves as an essential resource for all clinical laboratories from the physician's office to hospital clinical labs to the largest commercial reference laboratories providing practical information in the fields of medicine and healthcare clinical pathology and clinical laboratory management for practitioners managers and individuals training to enter these fields

Improving Business Process Performance Joseph Raynus, 2016-04-19 The managerial practices that successfully drove industry for decades have become insufficient to support the rapidly changing business landscape Companies around the world are being challenged to improve performance reshape operations and adapt swiftly to new opportunities With an abundance of improvement methodologies and frame

Iso 9001 Robert Bamford, William J. Deibler II, 2003-12-18 Executives engineering managers project managers engineers and process improvement experts within engineering organizations need a resource that systematically translates the requirements of ISO 9001 2000 into a usable specification for engineers Understanding ISO 9001 2000 from an engineer's perspective ensures that software hardware and sy

Leadership Defense Paul Falcone, 2022-03-01 LEARN TO HANDLE EMPLOYEE CORRECTIVE ACTIONS LEGALLY AND ETHICALLY A quick guide to legally and ethically mastering progressive discipline and structured termination from the leading voice in HR expertise Paul Falcone author of 101 Sample Write Ups for Documenting Employee Performance Problems and renowned HR and leadership expert breaks down the best practices for progressive employee discipline and structured terminations into easy to understand steps that will help you avoid common legal and ethical pitfalls Leadership Defense answers practical legal and ethical questions surrounding employee discipline and termination including how to Mediate employee disputes and engage in healthy conflict resolution strategies Avoid the preemptive strike of retaliation against unsuspecting managers or supervisors Address attitude problems and stop bullying in its tracks Protect my company from negligent hiring or termination claims Terminate a long term employee with a history of positive performance evaluations And much more This book offers easy to implement solutions that make the often feared task of employee discipline more approachable and easier to navigate

Clinical Engineering Handbook Joseph F. Dyro, 2004-08-27 As the biomedical engineering field expands throughout the world clinical engineers play an ever more important role as the translator between the worlds of the medical engineering and

business professionals They influence procedure and policy at research facilities universities and private and government agencies including the Food and Drug Administration and the World Health Organization Clinical engineers were key players in calming the hysteria over electrical safety in the 1970s and Y2K at the turn of the century and continue to work for medical safety This title brings together all the important aspects of Clinical Engineering It provides the reader with prospects for the future of clinical engineering as well as guidelines and standards for best practice around the world

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