

Madawaska Valley

Association For

Community Living

**POLICY: REHIRE POLICY**

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**REVISED:**

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**NUMBER: 4.9**

**CATEGORY: HUMAN RESOURCES**

**POLICY STATEMENT:**

MVACL strives to apply fair and equitable practices in all aspects of its operations. This policy provides clear procedures for rehiring former employees. This policy does not prohibit any former employee from applying to a position. It does however outline when MVACL will consider a former employee for rehire and under which circumstances the rehiring of a former employee will be denied.

MVACL is committed to providing accommodations for people with disabilities.

This policy applies to former employees who left MVACL on a permanent basis.

This policy does not refer to any employee who is on medical, parental or other type of CRA Leave.

**PROCEDURES:**

**To be considered for rehire, the applicant must meet the following eligibility criteria:**

**1. The candidate will have completed probation** during previous employment, unless employed for contract or summer employment.

**2. The candidate will have demonstrated satisfactory job performance**, as evidenced by their employment file.

**3. The candidate provided sufficient notice** at the time of their voluntary resignation.

Employees are required to announce their intent to resign at least TWO WEEKs in advance or longer if stated in their contract.

Employees are asked to submit notice in writing. Signed notices of resignation are preferred; however, email notices will be accepted. Verbal resignations are accepted, however will be followed up with a letter from MVACL within 2 working days confirming resignation.

The notice starts from the moment an employee submits an official notice, whether verbal or in writing.

Employees will provide copies of resignation to both their manager and human resources. When notice is given to only one of those parties, the department receiving notice will promptly inform the other.

**4. The candidate was terminated without cause**. This could include, but is not limited to a reduction in staff, completion of a contract or the end of summer employment.

**5.** **The Manager’s section on the exit interview must indicate that the employee is eligible for rehire**. The manager’s decisions are irrevocable.

**6. The candidate meets all other criteria for employment**.

**An applicant is not eligible for rehire if:**

**1. The candidate was terminated for cause or job abandonment**

 Employees who accept a job offer with MVACL and fail to show up on their first day of employment will not be considered for rehire.

 If emergency or extenuating circumstances exist MVACL reserves the right to consider rehire on a case-by-case basis.

**2. There is documented evidence of past performance issues that had a negative influence on others and the work environment.**

Demonstrated lack of professionalism and or adherence to agency policy.

3. **The Managers section on the exit interview indicates that the employee should not be eligible for rehire**.

**Employee Probation, Seniority and Benefits**

Seniority and probation of all rehires will start at zero hours. Benefits will be awarded as for a new employee, per the collective agreement.