

Insert company Logo



| Policy Name: | **Employee Re- hiring Policy** |
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| Policy Number: |  |
| Version: | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Re- hiring** means to hire a former employee again.
2. **Approving Authority** refers to a person/ persons who holds the right to grant consents for rehiring. It may consist of HOD/ Departmental Head, Human Resource Department and Management.
3. **Ex- Employee** is a former employee who was earlier associated with ***“Company Name”.***
4. **Company/ Organization** means all the businesses which are under the umbrella of ***“Company Name”***.
5. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
6. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To establish a uniform process for determining eligibility for rehire & to facilitate a smooth process in case an ex-employee wishes to rejoin.

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY**

Human Resource Department, Reporting Manager and HOD

# **POLICY**

This policy outlines the rules for rehiring the former employees. The policy also states the circumstances under which former employees might be rehired.

## **Categories of employees that can be hired**

1. **Within 6 months of separation**

As a practice, ***“Company Name”*** does not encourage the hiring of an employee within 6 months of separation.  However, in exceptional circumstances subject to following conditions, this can be allowed:

* The person should have left for a genuine reason\*.
* The person should have a rating of minimum 3 and above in the last appraisal cycle.
* The final offer needs to be given at the same level and salary as at the time of resignation.

*\*Note: Determination of an exceptional circumstance, or genuine reason to be done by the Functional Heads, Head HR and Management.*

1. **Within 6 to 24 months of separation**
* These ex-employees can be re-hired keeping in mind the experience gained in these months.
* The new position offered should be maximum one grade higher than the grade held by the employee at the time of separation
* The final salary needs to be given after benchmarking with the existing internal employees at the same level within the system.

## **Categories of employees that cannot be hired**

* Ex-employees who underwent any kind of termination including but not limited to:
	1. Non-Performance
	2. Action as per Disciplinary Policy
	3. Negative feedback from manager/skip level manager
	4. Code of conduct violations
	5. Falsification of credentials or application information
	6. Commission of crime
* Ex-employees who have absconded in the past
* Ex-employees who have served less than 6 months.
* Ex-employees who have resigned in the past due to ill health but in case they give self-declaration, they can be rehired.

## **5.3 Procedure**

* In case an ex-employee expresses his/her wish to join, HR needs to check the database for the past employment records including the reason for termination of employment and eligibility for rehire
* Following the database check, HR needs to take the reporting manager’s feedback. In case the reporting manager doesn’t exist in the system anymore, the skip level manager to be contacted for the feedback.
* If the feedback is negative, the candidate cannot be rehired.
* If the feedback is positive, HR needs to capture the details found out in the database as well as joining documents, and interview evaluation sheet.
* Applicants ineligible for rehire as per this policy will be notified by HR and will not be referred to fill vacancies.
* HR Team to check while creating the employee code whether he has worked with ***“Company Name”*** or not and also the approval of HR head is in place.
* Once the employee is re-hired, he will be treated as a new employee and will be on a probation period as applicable.

## **5.4 Terms and Conditions**

* A candidate will be hired only in case of a vacancy.
* Application for rehire that are approved by the relevant authorities as above would go through the normal course of selection, reference check etc. before an appointment can be made
* In case a functional manager wants to re-hire an ex-employee she/he needs to send a Re-hire Requisition clearly defining the reasons to re-hire to Talent Acquisition Head.
* The ex-employee can be re-hired for a different location/different channel or function.
* Any exceptions to the above would be at the sole discretion of the Management/ Sr. Management.
* The Company reserves the right to change this policy to meet the changing needs of its business.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
	+ Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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