

DEPARTMENT: HUMAN RESOURCES - EMPLOYMENT	POLICY DESCRIPTION: RE-EMPLOYMENT
APPROVED:	REVIEWED:
REPLACES POLICY DATED: 6/99	REVISED: 01/22/2018
ADOPTED:	PRIOR REFERENCE NUMBER: C-III-02
Page 1 of 2	REFERENCE NUMBER: C-I-02

SCOPE: All ARH employees.

PURPOSE: To ensure ARH employs only qualified persons for the employment positions.

POLICY: It is the policy of Appalachian Regional Healthcare, Inc. (ARH) to encourage employment of former employees provided they were considered eligible for re-employment at the time of termination from ARH. Former employees will be required to wait a period of one (1) year before being eligible for rehire, unless approved by the local Community Chief Executive Officer (CCEO).

PROCEDURE:

- I. A former ARH employee seeking employment must have a previous ARH employment record of good standing.
- II. A former ARH employee seeking employment is subject to the same requirements for employment as any new candidate.
- III. Former employees considered for employment at a management level and above must be approved by the Community Chief Executive Officer (CCEO) of the respective facility or the Vice-President of the respective department prior to an offer of employment being made.
- IV. Former employees will be regarded as new employees for purposes of administering benefits, starting salary and provisional and eligibility periods.

Prior “vested” service of former employees may be credited toward the ARH Retirement Plan’s accrued service, as may be required by Federal regulations and the provisions of the ARH plans.

- V. The following types of employees are not eligible for re-employment with ARH:
 - A. Individuals who have been discharged by ARH.
 - B. Individuals who have abandoned or walked off their jobs.

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- C. Individuals who have been released by ARH for any reason other than lack of work.
 - D. Individuals who have left ARH under terms of a separation agreement.
 - E. Individuals who are receiving ARH Retirement Benefits.
 - F. Individuals who have previously resigned from employment with ARH in order to avoid being terminated (The circumstances surrounding the resignation should be noted on the termination form of the employee).
- VI. ARH employees returning from service in the armed forces have been granted certain rights pursuant to the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA). *Reference Military Leave*