

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 063-RSJ-H
Policy Title Hiring Former Employee		Date 23 March 2017	
Supersedes New policy	Cross Reference	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 PURPOSE & GOALS DESCRIPTION

The following policy will outline the Research Institute's (RI) mandate surrounding the practice of hiring a former SJHH or RI employee. The intent is to ensure that the former employee being considered for employment with the Research Institute has demonstrated previous satisfactory performance, including attendance, and is not currently in receipt of severance paid by St. Joseph's Healthcare or the Research Institute.

2.0 POLICY

2.1 Rehire Guidelines

- Applications from former SJHH or RI employees will be treated as external applicants.
- In the event of hiring a retired RI employee, there must be at least thirty days between the date of retirement and the date of hire.
- A former employee in receipt of a severance from RI (including early retirement packages, etc.) may not be hired until such funds have been completely paid out and or the duration of the payment has been exhausted. Individuals may not receive two sources of income from the organization simultaneously.
- The employee upon hire will be considered to be a new employee and service and seniority will be determined accordingly.
- Under no circumstances will the prior service and seniority be credited to the current hire.
- All hires must complete a job related health review at Employee Health Services prior to beginning work.
- All hires must attend New Hire Orientation unless the period between their termination date and rehire is less than a year.

2.2 Manager Responsibilities

- The hiring Manager is responsible to enquire if the applicant is a former employee of St. Joseph's Healthcare or the Research Institute and the job candidate must be forthright in divulging this information.
- The hiring Manager must then consult with Human Resources to determine the applicant's previous employment history, reason for termination and any extenuating circumstances.

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

2.3 Human Resource Responsibilities

Human Resources will advise the hiring Manager of the applicant's previous employment history, reason for termination and any extenuating circumstances.

3.0 PROCEDURE

3.1 Reference Checking

References should be obtained from the most recent employer and the most recent SJHH or RI Supervisor/Principal Investigator.

3.2 Rehire Approvals

- A hiring Manager will obtain the approval of the Executive Director and the Director Human Resources before making a job offer.
- The Recruiter will check and advise the Director Human Resources when the employee last worked for the Hospital or RI, if there were any prior performance or attendance issues, the references obtained, and if there is a current severance package in process.