Policy Information

Effective Date:
June 2, 2006

Last Revised Date:
July, 2013

Policy Number:
HR-407

Reference:
Classified Staff Human Resources Policy Manual 423.0
University Handbook for Appointed Personnel 2.25
Student Employment Manual 121.0

Responsible Unit:
Division of Human Resources

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Policy

The University of Arizona is committed to creating an effective, safe, and secure environment for those who live, learn, and work here. Toward that end, the University may exclude from future employment former employees whose separation from the University occurred under any of the following circumstances:

1. Termination as a result of a University or Arizona Board of Regents (ABOR) policy violation; or
2. Resignation or retirement in lieu of termination as a result of a University or ABOR policy violation; or
3. Resignation or retirement when consideration of termination is pending as a result of a University or ABOR policy violation; or
4. Separation during the course of an investigation of a University or ABOR policy violation.

Additionally, the University may exclude from future employment former employees whose separation from the University occurred for any reason when the University discovers after the
employee’s separation that the former employee violated a University or ABOR policy.

**Compliance and Responsibilities**

**Notification and Review Process**

On behalf of the University, the Vice President for Business Affairs and Human Resources (VPHR) will notify the former employee in writing within thirty (30) business days after the employee’s separation from employment (or thirty [30] business days after the University’s post-separation discovery of a policy violation) that she/he will be ineligible for reemployment at the University. The former employee may seek a review of her/his ineligibility for reemployment from the VPHR in writing within ten (10) business days after receipt of the VPHR’s notification. The former employee’s request for review must include all information she/he wishes the VPHR to consider in seeking to reverse the ineligibility for reemployment. The University will notify the former employee in writing of its final determination on the former employee’s ineligibility for reemployment within thirty (30) business days after receipt of her/his request for review. This determination will not be subject to further administrative review.

**Revision History**

Revised July 2013

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**Source URL:** http://policy.arizona.edu/human-resources/eligibility-reemployment

**Links**

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