

Policy Directory

Responsible Division: Finance and Administrative Services

Responsible Office: Human Resources

Issue/Revision Date: 12/01/2017

**Re-Employment of Faculty/Staff**

Policy:

Former employees seeking re-employment with Alcorn State University are required to notify the University of their previous employment on the application. All applicants who have been previously employed with or by the University will have their Human Resources record reviewed as part of the application process. Individuals whose employment was terminated “for cause” are not eligible for rehire.

Employees whose period of employment has terminated forfeit previously accrued sick leave, length of service, vacation privileges, eligibility for merit increases, and other benefits that might be based upon length of continuous service with the University upon separation. Such individuals will, upon re-employment, be considered new employees for benefits purposes.