



**SNU Policy: Rehire**

**SNU Policy ID: Employment Practices B-06**

**Policy Reviewed by: Director of Human Resources**

**Approval Authority: Vice President for Business and Finance**

**Approval Date: May 19, 2025**

**Next Review Date: May 19, 2029**

**Policy:**

SNU will give service credit to those employees who have previously worked as regular full-time employees. Full-time employment equals 1.0 full-time equivalent. Their service date will be adjusted to reflect the time worked during prior full-time employment, thus establishing an adjusted service date. Adjunct teaching, student employment and other part-time employment will not be used in calculating prior service.

**Benefits:**

If an employee previously held a regular benefits eligible, full-time position, the previous full-time service will be “bridged” if the separation from the University was less than one year (364 days or less) for benefits, as allowed by each benefit’s plan document or policy contract.

**Procedures:**

A service date is established on the employee’s hire date for a regular benefits eligible, full-time position on campus. All benefits, including retirement contributions, health insurance, and vacation accrual will be determined by this full-time service date.