POLICY:

It is the policy of RWJBarnabas Health (RWJBH) to support its management team leaders who identify staff to be designated as a “Do Not Rehire” or “Ineligible for Rehire” by creating objective guidelines that take into consideration all established policies/practices and any possible mitigating factors.

QUALIFICATIONS:

- All incumbent RWJBH employees.
- Any and all former RWJBH employees whose employment record had been noted with a “Do Not Rehire” or “Ineligible for Rehire” status are eligible for reconsideration effective December 10, 2010.

GUIDELINES:

I. Incumbent Employees: There are several factors a leader should consider prior to designating an incumbent employee to a “Do Not Rehire” or “Ineligible for Rehire” Status.

Is the status is being requested for…

1. …failure to complete the Introductory/Probationary/Initial period of employment? If YES, the leader needs to answer the following questions:
   
   a. was the employee hired into the right position?
   b. was the employee provided all the necessary tools and support to be successful in their position?
   c. did they experience any personal and/or unforeseen circumstances?

2. …a no call/no show, attendance or inadequate notice? If YES, the leader needs to answer the following questions:

   a. was the employee aware of the requirement(s) and if so, were there any extenuating circumstances that made their situation unavoidable (e.g. relocation due to military spouse, illness, unaware of option for intermittent leave)?
b. . . . was the employee provided the opportunity to address the issue(s) identified before separation?

3. . . . the result of a final warning/corrective action or termination? If YES, the leader needs to answer the following questions:

   a. . . . has the leader provided the documented history of the employee’s poor performance?
   b. . . . and if not, is it due to a serious violation of law, significant safety breach or behavior/actions unbecoming a RWJBH employee that reflects poorly on the employee and the organization?

4. If the leader answers YES to any of the above scenarios, they can request a “Do Not Rehire” or “Ineligible for Rehire” status on the employee’s separation paperwork.

5. The facility Chief Human Resources Officer (CHRO), or designee, will be responsible to review and approve all leader requests giving consideration to the guidelines and leader responses listed in Section I. Incumbent Employees, #1 – #3, before the status is confirmed and entered into HRIS.

II. Any and all former RWJBH employees whose employment record had been noted with a “Do Not Rehire” or “Ineligible for Rehire” status are eligible for reconsideration effective December 10, 2010: When reviewing a former employee’s application/resume or upon receipt of a request for a change in rehire status of a former employee on the Adverse Term List, the site’s Chief Human Resources Officer (CHRO), or designee, must take into consideration the following when making a decision to remove the “Do Not Rehire” or “Ineligible for Rehire” status:

1. Has at least one (1) year passed since the former employee’s adverse separation in order to be considered?

2. When employed, what was their length of service with the facility/system?
3. What were the specific and initial reasons for the employee being placed on list? (Please refer to “Facts to Consider Prior to Designating an Incumbent Employee in a “Do Not Rehire” or “Ineligible for Rehire” Status).

4. Review their full employment history post separation to see if there are any unexplained gaps or transitions that require additional information.

5. Review their educational background to see if they have earned additional degrees, certifications or training since leaving RWJBH.

6. Consider any additional information the employee may provide to support their request for rehire consideration. (e.g. written request, personal accountability, external employment, references and/or recommendations).

7. If the initial request to place the former employee into the adverse status was made by a System affiliate, the incoming CHRO or delegate will confirm the change with the originating site CHRO or delegate so they may move forward with the candidate.

8. If after review, the site CHRO or delegate determines that a removal from the adverse status is recommended they will notify HRIS, via email, and request the change.

9. A record is to be maintained of all reviews conducted whether it resulted in a change of status or not.