

Maryland (USM) Regular status employees who are appointed to regular status positions within a specified period following a period of separation from the USM and/or State.

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Reinstatement – Return to USM employment after a break in service of less than three (3) years.

III. REEMPLOYMENT TO NONEXEMPT OR EXEMPT STAFF POSITIONS

- A. A former Regular status Nonexempt or Exempt Staff employee who returns to USM service after a break in service of three or more years shall be considered a new employee.
- B. For individuals who are reemployed as new employees, prior service, exclusive of the period of separation from service, shall only be used to:
 - 1. Determine the rate of annual leave earnings for Nonexempt employees as described in the Policy on Annual leave;
 - 2. Determine seniority points for Nonexempt employees, as provided in BOR VII-1.30 Policy on Layoff for Nonexempt Staff Employees

IV. REINSTATEMENT TO EXEMPT STAFF POSITIONS

- A. A reinstated employee shall receive full credit for prior USM and/or State service as it applies to service time, Annual Leave earnings rate and sick leave balance. Refer to the following policies for specific leave provisions: VII-4.5 Policy on Sick Leave, VII-7.00 Policy on Annual Leave
- B. Reinstatement from Military Duty

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A. Priorities for Appointment.

The following is the sequence of priorities for appointment among persons eligible for reinstatement in their classifications.

1. Reinstatement from Military Duty

Any Nonexempt staff employee other than a temporary employee who, by reason of entry into the Armed Forces of the United States by either Selective service or Enlistment, has left or shall leaves his/her position with the USM shall be reinstated to the classification within the department that the employee

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- a. The institution Chief Human Resources Officer (CHRO) or Designee shall assure that the name of a person laid off or a person notified of an impending layoff to occur within three months will be certified to the appropriate eligible lists at every USM institution. Certification will be for the following classification or classifications, provided that the person meets the minimum qualifications:
 - i.

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4. Persons on Leave of Absence Without Pay

- a. If a person is certified to the eligible list with a layoff reinstatement priority, the following provisions apply:
 - i. A person who is ready to return to duty from a leave of absence without pay and who has seniority points greater than those of laid-off employees shall be restored to the first vacancy that occurs with the person's last department in the classification that the person held when granted the leave of absence without pay.
 - ii. A person who is ready to return to duty from a leave of absence without pay, and who has sufficient seniority points to place that person among the five persons having the greatest number of seniority points in the classification that the person held when granted the leave of absence without pay, shall be considered for appointment with the last department.
- b. A person who is ready to return to duty from a leave of absence without pay under circumstances other than those enumerated in Sections B.1, B.2, and B.4.a. of this policy shall be restored to the first vacancy that occurs with the person's last department in the classification that the person held when granted the leave of absence without pay.
- c. A department other than the person's last department shall consider the persons in Section B.4.a and B.4.b of this policy as eligible for selection.

5. Other Reinstatement Circumstances

- a. A person who is reinstated to USM service shall serve a new probation period. However, an employee who is reinstated in the same classification with the department in which the employee had previously completed a satisfactory probation period will not be subject to a probation period.
- b. A reinstated employee shall receive full cr

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IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.

REPLACEMENT FOR:

Policies and Procedures for Classified Employees Reinstatement,
page H7 through page H10, July 1, 1990.

BOR VII – 1.31 Policy on Reemployment