



**ARKANSAS DEPARTMENT OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
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MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-DOM

23 April 2020

MEMORANDUM FOR DEPARTMENT OF THE MILITARY STATE EMPLOYEES

SUBJECT: The Department of the Military (DOM) Policy 53-2020 Rehiring Policy

1. Department of the Military (DOM) Human Resources department staff is responsible for creating, updating, revising, and disseminating state policies and procedures. These policies and procedures assist the agency in maintaining an effective workforce.
2. The purpose of this policy is to inform all state employees and supervisors of the new Rehiring Policy and procedures for DOM.
3. Point of Contact for this memo is Scott Stanger (501) 212-5167.

A handwritten signature in black ink, appearing to read "KWP", written over a light blue horizontal line.

KENDALL W. PENN
Major General
The Adjutant General

Encl.
DOM Rehiring Policy

SUBJECT: Department of the Military Policy 53-2020, Rehiring Policy

**DEPARTMENT OF THE MILITARY
Rehiring Policy**

PURPOSE:

The following shall establish and set forth guidelines for rehiring state employees for the Department of the Military (DOM).

The DOM Employee Rehiring Policy defines rules for rehiring former state employees and the department may find it more beneficial and cost-effective to hire employees we trust who left our agency for various reasons. This policy will outline circumstances under which former state might be rehired and the relevant guidelines.

POLICY:

This policy applies to former state employees who left a state agency on a permanent basis and those who have been terminated from a state agency.

This policy does not refer to employees who are on medical, parental or any other type of long-term leave.

This policy will not prohibit any former state employee from applying for a position. It will outline in which cases those employees may be considered for rehire.

To be considered for rehire, former employees shall have left another state agency for one of the following reasons:

- Voluntary resignation
- Medical resignation
- Agency Lay-offs
- Expired contract
- Retiree *See OPM Policy #65 Authority: 21-5-207 this is only applicable to former state employees.

These employees can apply for positions with the department any time if they meet the minimum qualifications for the position.

EMPLOYEES ELIGIBLE FOR REHIRE

Employees who were terminated from a state agency for cause or abandoned their jobs are not eligible for rehire with DOM. If there are good reasons to rehire a specific employee, senior management shall first approve the decision. 'Good' reasons include but are not limited to:

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- A court decision that orders DOM to rehire an employee
- Reliable proof that the employee's conduct will no longer be problematic. In this case, DOM shall not guarantee rehiring the employee but may consider it.

There are two eligibility criteria that former state employees shall have:

- Completion of their previous probationary period
- Adequate performance while employed by a state agency

EMPLOYEES INELIGIBLE FOR REHIRE

Employees who accepted a job offer but did not show up for work on their first day will not be considered for rehire. This does not apply if the employee had a serious reason for not showing up (e.g. medical emergencies).

If DOM decides to consider an employee for rehire, it will confirm eligibility with the Office of Personnel Management.

HIRING PROCEDURE

When an applicant applies for a position or contacts our Human Resource office about rehiring the following procedures shall be followed:

1. The HR department reviews personnel records to decide whether the employee is eligible for rehire. (OPM will be contacted if the employee is not in our AASIS database to verify if the employee was involuntarily terminated from a state agency at any time.)
2. If the applicant is eligible, the Human Resource Analyst will decide whether the employee is qualified for a position by checking his or her minimum qualifications. If he or she is eligible the HR staff will notify the employee by email.
3. If he or she is qualified, a hiring manager shall contact the former employee and make the necessary hiring arrangements. These arrangements may include (but are not limited to) an interview, a pre-screening test or a direct job offer. If he or she is not qualified, the hiring manager will inform the applicant by email. If eligible but not selected for a specific position, a former employee may apply for other positions for which he or she is qualified.

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At any time, DOM may choose to contact former employees proactively. The agency is committed to equal opportunity practices. DOM will not discriminate in any hiring practices. (Equal Employment Opportunity Act of 1972).