



Arkansas Department of Military
Cabinet Secretary - Brigadier General Olen Chad Bridges,
The Adjutant General

Policy Title: Ineligibility for Rehire and Exception Processes

Policy Number: 16

Authority: Ark. Code Ann. § 12-61-106.

Effective Date: June 1, 2023

I. PURPOSE:

This policy will outline circumstances under which former Arkansas Department of the Military (DOTM) employees are ineligible for rehire or require DOTM Chief of Staff approval for rehire.

II. ELIGIBILITY:

This policy applies to all former employees of the Arkansas Department of the Military (previously the Arkansas Military Department.)

A former DOTM employee must have successfully completed his or her probationary period with adequate performance during his or her prior employment period to be considered for rehire. Failure of a former employee to complete his or her probationary period with adequate performance previously with DOTM requires DOTM Chief of Staff approval for rehire.

A former DOTM employee seeking rehire must have had an overall evaluation ranking of 3 or higher (or the equivalent, if during a different evaluation system) in their last performance evaluation with the DOTM. Individuals receiving below an overall 3 in their last evaluation must have DOTM Chief of Staff approval before rehiring.

A former DOTM employee who resigned while an investigation or disciplinary action was pending will require DOTM Chief of Staff approval before rehiring.

A former DOTM employee who accepted a job offer with the DOTM but failed to report to work will require DOTM Chief of Staff approval before rehiring.

DOTM employees terminated for disciplinary reasons will be permanently ineligible for rehire. Terminated employees who wish to request a change to the ineligible for rehire status may submit a written request to the DOTM Chief of Staff. The DOTM Chief of Staff will determine whether the request should be granted.