



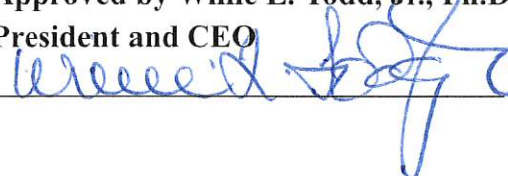
**Policy Name:** Employee Rehire Eligibility

**Policy Number:** Administrative Policy  
03.40.07.01

**Date:** January 23, 2026

**Review Date:** January, 23, 2029

Approved by Willie L. Todd, Jr., Ph.D.  
President and CEO

 Signature



## **Talladega College Employee Rehire Eligibility (ERE) Policy**

**Policy Title:** Employee Rehire Eligibility

**Policy Type:** Administrative Legal Authority: Applicable Alabama State Employment Laws.

**Policy Number:** 03.40.07.01

**Approval Date:** January 23, 2026

**Responsible Office:** Office of the President, Human Resources Office

**Responsible Executive:** Chief Human Resources Officer

**Applies To:** All Talladega College Staff Employees; Applicable to Faculty where noted

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### **Policy Statement**

Talladega College is committed to fostering a workplace culture centered on continuous improvement, professional excellence, and accountability. An ERE is maintained by the College to identify individuals who are not eligible for reemployment. Placement on the ERE may result from, but is not limited to, involuntary termination for policy violations, misconduct, failure to meet job performance standards, resignation in lieu of termination, or other circumstances determined by the College to warrant ineligibility for rehire.

The ERE is used solely for employment-related decision-making and is reviewed during the recruitment and hiring process. Inclusion on the ERE does not require prior notice and remains in effect unless Human Resources, in consultation with College leadership, formally reviews and approves its removal.

Human Resources is responsible for maintaining the confidentiality, accuracy, and appropriate use of the ERE. Exceptions to this policy may be made only with written approval from the appropriate executive authority.

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## **I. Purpose**

The purpose of this ERE Policy is to establish a lawful, fair, and consistent framework for identifying, documenting, maintaining, and applying employment-related determinations regarding individuals who are ineligible for rehire by the College. This policy is designed to protect institutional interests, ensure compliance with applicable federal and state laws, mitigate risk, and promote equitable employment practices.

## **II. Scope**

This policy applies to all employment categories, including but not limited to:

- Faculty (full-time, part-time, adjunct)
- Staff (exempt and non-exempt)
- Temporary, seasonal, and student employees
- Independent contractors and consultants, where applicable

This policy applies to all departments, hiring managers, search committees, and human resources personnel involved in recruitment, hiring, and rehire decisions.

## **III. Policy Statement**

The College may maintain a confidential ID identifying individuals who are ineligible for reemployment with the College based on documented, legitimate, and nondiscriminatory reasons. Placement on the ERE shall be used sparingly, reviewed periodically, and applied consistently to ensure fairness, legal compliance, and due process.

The Employee Rehiring Eligibility shall not be used as a substitute for progressive discipline, retaliation, or to restrict lawful employee rights.

## **IV. Definitions**

**Employee Rehire Eligibility** A confidential internal record identifying individuals deemed ineligible for reemployment or engagement by the College.

**Eligible for Rehire:** An employment status indicating that a former employee may be considered for future employment.

**Ineligible for Rehire:** An employment status indicating that a former employee may not be considered for future employment due to documented reasons consistent with this policy.

## **V. Grounds for Placement on the ERE**

An individual may be placed on the ERE only for substantiated, documented reasons, including but not limited to:

### **1. Misconduct or Policy Violations**

- Gross misconduct or violations of College policies
- Harassment, discrimination, retaliation, or Title IX violations
- Violence, threats, or unsafe conduct
- Theft, fraud, dishonesty, or misuse of College resources

### **2. Performance-Related Reasons**

- Persistent, documented failure to meet essential job requirements
- Insubordination or refusal to perform assigned duties

### **3. Ethical or Legal Violations**

- Falsification of records or credentials
- Criminal conduct related to employment duties
- Breach of fiduciary duty or conflict of interest

### **4. Separation Circumstances**

- Termination for cause
- Voluntary resignation in lieu of termination
- Job abandonment
- Failure to return from approved leave without authorization

## **5. Other Legitimate Business Reasons**

- Violation of contractual obligations
- Conduct that materially harms the College's reputation or operations

## **VI. Prohibited Bases**

Placement on the ERE shall never be based on:

- Protected characteristics (e.g., race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, veteran status)
- Lawful whistleblowing or complaint activity
- Participation in protected concerted activity
- Use of legally protected leave
- Retaliation for exercising legal or policy rights

## **VII. Approval and Documentation**

1. Placement on the ERE requires:
  - Written justification supported by factual documentation
  - Review by Human Resources
  - Approval by the Chief Human Resources Officer (or designee)
  - Consultation with Legal Counsel for high-risk or sensitive matters
2. Documentation shall be retained in accordance with the College's records retention policy.

## **VIII. Notification**

Individuals will not routinely be notified of placement on the ERE. However, if required by law or deemed appropriate by the College, notification may be provided.

Employment references shall be handled in accordance with the College's reference policy.

## **IX. Use of the Employee Rehire Eligibility**

- Human Resources shall review the ERE prior to any offer of employment or engagement.
- Hiring managers and search committees shall not maintain independent or informal Employee Rehire Eligibility.

- If a candidate appears on the ERE, the individual shall not be considered for employment unless removed pursuant to this policy.

## **X. Review, Appeals, and Removal**

### **1. Periodic Review:**

- The ERE shall be reviewed at least annually by Human Resources.

### **2. Request for Review:**

- A former employee may submit a written request for reconsideration no sooner than two (2) years after placement, unless otherwise required by law.

### **3. Removal Criteria:**

- Passage of time
- Evidence of rehabilitation or changed circumstances
- Legal or policy considerations

### **4. Decision Authority:**

- Final decisions regarding removal rest with the Chief Human Resources Officer, in consultation with Legal Counsel.

## **XI. Confidentiality**

The ERE is confidential and shall be accessed only by authorized personnel with a legitimate business need. Unauthorized disclosure or misuse of the ERE may result in disciplinary action, up to and including termination.

## **XII. Compliance and Oversight**

Human Resources is responsible for the administration, monitoring, and enforcement of this policy. The College reserves the right to amend or discontinue this policy at any time in accordance with applicable laws.

## **XIII. Effective Date**

This policy becomes effective upon approval by the appropriate governing authority.

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*This policy is intended to comply with applicable federal and state employment laws and shall be interpreted accordingly.*

## **IX. Publication**

This policy will be published and disseminated to the College community. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communication Officer will: - Communicate the policy in writing, electronically, or by other appropriate means within fourteen (14) business days of approval - Submit the approved policy for inclusion in the online Policy Library within fourteen (14) business days - Update the Office of the President and Human Resources websites as needed

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## **XV. Review Schedule**

- Next Scheduled Review: **January 23, 2029**
- Approval Date: **January 23, 2026**

Revision History: N/A Supersedes: N/A