I. Purpose:

Towson University has established implementing procedures pursuant to the USM Policy VII-9.61, Policy on Reemployment and Reinstatement for Regular Status Nonexempt and Exempt Staff Employees, https://www.usmd.edu/regents/bylaws/SectionVII/VII961.pdf, to establish the circumstances under which former USM regular status Exempt and Non-Exempt employees who return to USM service at Towson University shall be considered as new employees.

II. General:

A. A former USM or State of Maryland regular status Exempt or Non-exempt employee who returns to USM service at Towson University (TU) after a break in service of three or more years shall be considered a new employee. Employees re-entering as a new employee are not entitled to salary credit or any leave balances.

B. A former USM or State of Maryland regular status Exempt or Non-exempt employee who returns to USM service at Towson University within three years of separation shall be governed by TU policy 07-09.60 on Reinstatement for Regular Employees.

C. 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 Exempt and Non-exempt employees (See USM VII-7.00, Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees)

2. determine seniority points for Non-exempt employees (See USM VII-1.32, Layoff and Recall of Regular Exempt Staff Employees)

D. The Office of Human Resources (OHR) calculates annual leave earnings and seniority points.

III. Definitions:
A. Employee is defined as an individual (non-faculty) who is employed by USM as a Non-exempt or Exempt, regular and/or contingent employee based upon the application of the Fair Labor Standards Act. Non-exempt includes maintenance, office, technical and para-professional employees. Exempt includes the president, provost, vice presidents, or deans performing administrative functions, managers, administrators and professionals.

B. Regular Status - any position that is established as a line item and appears in the personnel detail of an institution’s budget. Employees on regular status are eligible for all benefits offered by the USM, based on percentage of time worked.

IV. **Responsible Executive and Office:**

   Responsible Executive: Associate Vice President of Human Resources

   Responsible Office: Office of Human Resources

V. **Procedures:**

   A. Departments intending to reemploy an Exempt or Non-exempt employee shall contact the OHR.

   B. The OHR shall provide the hiring department with the reemployment details associated with the candidate.

**Related Policies:**

USM Policy VII-1.32, Policy on Layoff and Recall of Regular Exempt Staff Employees

USM Policy VII-7.00, Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees

USM Policy VII-9.61, Policy on Reemployment and Reinstatement for Regular Status Nonexempt and Exempt Staff Employees

TU Policy 07-09.60, Reinstatement of Regular Employees

**Approval Date:**

**Effective Date:** 6/13/05