

Rehiring Retirees Policy

Policy Level: Library Board
Author: Director Human Resources and Information Services
Review Period: 4 years
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POLICY PURPOSE

The purpose of this policy is to identify circumstances whereby a former employee who has retired from the Library can subsequently return to work for the Library. The policy is based on the need to maintain a consistent and transparent hiring process for departments to follow when contemplating resource options which include the re-hiring of retirees.

KEY POINTS SUMMARY

- The Rehiring Retiree Policy exists to ensure consistent and equitable processes are followed.
- To ensure that it does not become a substitute for encouraging the development of well-qualified staff.
- To ensure it is time limited and for a specific set of skills required.

DEFINITIONS

Under review.

POLICY DETAILS

Scope

This recruitment policy applies to all regular full-time, part-time, contract positions and Library Page (casual) staff who, following official retirement, elect to seek re-employment with the Library. Official retirement refers to the former employee advising the Library that they are retiring from the organization.

Rehiring Retirees Protocol

As an equal opportunity employer, the Library values diversity and is committed to principles found in the Ontario Human Rights Code.

The Library is committed to effective succession planning and does not intend to use the Library retiree re-employment as a substitute for developing well-qualified staff. The Library will not re-hire its retirees for the sole purpose of convenience.

Re-employment must be in response to a Library need, for example: the retired employee possesses skills and institutional knowledge that the hiring department cannot otherwise readily obtain in the community; or the hiring department anticipates that the retired employee will assist their replacement in acquiring the necessary skill and knowledge through a knowledge transfer not otherwise available. Any period beyond six (6) months requires approval of the respective Director to a maximum of an additional six (6) months. Retention of the retiree must not exceed a total of two (2) six (6) month terms, unless approved on a case-by-case basis by the Chief Librarian.

10. All employees who seek re-employment following a separation of any length of time are considered external candidates. There must be a break of at least eight weeks (8) of service before they can be considered for rehiring. The appropriate recruitment and selection processes must be complied with to ensure a fair and transparent process. Re-employed former employees waive all rights accruing from prior service. The employee shall receive a new hire letter and a new hire date. Any rehired employee must complete the standard probationary period before they become a permanent employee. For the purposes of benefit plans or vacations, the date of re-employment will govern. Any exceptions must be approved by the Chief Librarian.

11. Re-employment is considered on a case by case basis giving due consideration to extenuating operational circumstances including difficulty sourcing the critical skill-set for the position.

Responsibilities

Human Resources – Human Resources is authorized to ensure that the information within this policy is applied and that all actions comply with the Employment Standards Act, Ontario Human Rights Code as well as any additional provincial legislation and Collective Agreements.

Managers – To ensure that this policy is followed when conducting any recruitment searches. Managers are required to work with Human Resources prior to any offers of employment.

RELATED DOCUMENTS

[Hiring Policy](#)

APPROVAL HISTORY

May 2014; June 2018, October 2022