

**TERMINATION OF EMPLOYMENT**

Under Board Policy 405.6, *Termination of Employment at the University of Arkansas*, an employee who has been dismissed for cause or who has been designated by their campus, unit, or division as not eligible for re-hire shall not be eligible for re-employment within any of the University of Arkansas System's campuses, units, or divisions. The following procedure is established in furtherance of this policy.

1. A campus or unit may designate an employee who resigns or who is terminated with notice as ineligible for rehire if it is in the best interest of the University based on the facts and circumstances of the individual's employment. In all instances, each campus, unit, or division must designate the employee as ineligible for rehire in an appropriate record.
2. Employees designated as ineligible for rehire under section 1 must be notified that they are receiving this designation and be given an opportunity to seek review of the designation under the applicable policies or procedures established at each campus, unit or division. As a general practice, employees should be notified of this designation on or before their last date of employment. If notification on or before the last date of employment is not possible, notification must be sent in writing within five days of the designation.
3. The human resource manager of each campus, unit, or division shall be responsible for establishing procedures to maintain a record of individuals who are designated as ineligible for re-hire, and to communicate such information to another University of Arkansas campus, unit or division when a verification request is received. This information should only be disclosed to individuals at the employee's campus or within the University of Arkansas System who are authorized to access or receive confidential employee records. This information should not be communicated outside the University of Arkansas System unless the request is made or authorized by the former employee or required by law. Any disclosure of this information, other than to the former employee, should be made only after consulting the Office of General Counsel.
4. It is the responsibility of the hiring supervisor to ensure that the human resources office(s) of the applicant's former campus(es), unit(s) or division(s) has verified whether the applicant is eligible for re-hire.
5. All offers of employment made to an applicant who has previously worked at any University of Arkansas System's campus(es), unit(s) or division(s) should be conditioned on the hiring campus, unit or division receiving verification that the applicant is eligible for re-hire.
6. The University reserves the right to rescind any offer of employment made to any applicant who has been designated as not being eligible for re-hire, or to terminate an employee who knew or should have known that he/she was ineligible for re-hire and failed to disclose such information during the hiring process.

7. The various campuses, units, and divisions of the University may adopt more specific guidance in furtherance of this policy. Such policies must be reviewed by the Office of General Counsel.

8. This policy is not intended to modify any eligibility determination made by a campus, division, or unit prior to the adoption of the policy.

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