

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 105

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REHIRING FORMER FULL-TIME AND  
PART-TIME EMPLOYEES

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Employees who resign or are released from employment by ALA and who later apply for re-employment must follow the same procedures and meet the same requirements as any applicant for employment. Their past employment history while employed at ALA will be a major factor in the consideration of their application for re-employment.

Rehired employees are treated as new employees for benefit purposes and other areas of personnel administration where length of service is a consideration.

See Policy # 402 regarding retirement benefits.  
See Policy #105A – Adjusted Service Date.