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## Policy Information

**Effective Date:**

June 2, 2006

**Last Revised Date:**

October, 2018

**Policy Number:**

HR-407

**Reference:**

Classified Staff Human Resources Policy Manual 423.0

University Handbook for Appointed Personnel 2.25

Student Employment Manual 121.0

**Responsible Unit:**

Division of Human Resources

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## Scope

This policy applies to all University employees, including student workers, and to all Designated Campus Colleagues (DCCs).

## Policy

The University of Arizona is committed to creating an effective, safe, and secure environment for those who live, learn, and work here. Toward that end, the University may exclude from future employment or professional affiliation former employees or Designated Campus Colleagues (DCCs) whose separation from the University occurred under any of the following circumstances:

1. Termination of employment or DCC relationship as a result of a University or Arizona Board of Regents (ABOR) policy violation; or

2. Resignation, retirement or voluntary termination of a DCC relationship in lieu of involuntary termination as a result of a University or ABOR policy violation; or
3. Resignation, retirement, or voluntary termination of a DCC relationship when consideration of termination is pending as a result of a University or ABOR policy violation; or
4. Separation during the course of an investigation of a University or ABOR policy violation.

Additionally, the University may exclude from future employment or DCC relationship a former employee or DCC whose separation from the University occurred for any reason if the University discovers after the individual's separation that the former employee or DCC violated a University or ABOR policy.

## **Compliance and Responsibilities**

### **Notification and Review Process**

On behalf of the University, the Vice President for Business Affairs and Human Resources (VPHR) will notify the former employee or DCC in writing within thirty (30) business days after the individual's separation from the University (or thirty [30] business days after the University's post-separation discovery of a policy violation) that the individual will be ineligible for reemployment or future engagement in a DCC relationship at the University. The former employee or DCC may seek a review of her/his ineligibility for reemployment/DCC relationship from the VPHR in writing within ten (10) business days after receipt of the VPHR's notification. The former employee's/DCC's request for review must include all information she/he wishes the VPHR to consider in seeking to reverse the decision. The University will notify the former employee or DCC in writing of its final determination on the individual's ineligibility for reemployment/DCC relationship within thirty (30) business days after receipt of the individual's request for review. This determination will not be subject to further administrative review.

## **Revision History\***

Revised July 2013

Revised October 2018 to include DCCs

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### **Source URL:**

<http://tobaccofree.arizona.edu/employmenthuman-resources/ineligibility-reemployment-or-professional-affiliation>

### **Links**

[1] <mailto:hradmin@email.arizona.edu>