



**No. 2022 REEMPLOYMENT ELIGIBILITY POLICY**

1.0 POLICY STATEMENT. Oklahoma City Community College (OCCC) establishes clear and consistent guidelines regarding the eligibility of former employees for employment. As a general practice, OCCC will not reemploy individuals who have resigned, retired, or otherwise separated from employment, except as specifically provided in this policy.

2.0 DEFINITIONS.

- 2.1. Former employees are individuals who have previously held a full or part-time regular position with OCCC and whose employment ended through resignation, retirement, or other separation. This definition does not include student employees.
- 2.2. Good standing is defined as separation from OCCC with no active or pending disciplinary action, no termination for cause, and a documented record of satisfactory or better performance at the time of separation.

3.0 EXCEPTIONS.

- 3.1. Retirees: Former employees who retired from OCCC in good standing may be considered for employment only in the following limited capacities:
  - 3.1.1. Adjunct Faculty
  - 3.1.2. Temporary Employment or project-based assignments
- 3.2. Other Exceptions: Requests for reemployment outside the provisions of Section 3.1 will be considered only in extenuating circumstances. Examples include:
  - 3.2.1. Situations in which the reasons for prior separation were beyond the individual's control.
  - 3.2.2. Where the individual's institutional knowledge or specialized expertise provides significant value to the College.

The President of OCCC, in consultation with the appropriate Executive Leader, shall make final determinations on all exceptions.

4.0 SCOPE. This policy applies to all employment categories and positions within OCCC, except for student employees.

Effective: August 4, 2025