
Not Eligible for Rehire Student Guidelines

For certain business reasons, departments may choose to terminate a student employee and mark the student as ineligible for rehire. Terminating a student employee with the following reason indicates the student's ineligibility for rehire and prohibits the student from future employment with UCF, in any department of capacity. Thus, this reason for termination is taken very seriously by both Human Resources and the Office of Student Conduct.

The following termination reason indicates that the student employee is not eligible for rehire with UCF:

- **Dismissal, Ineligible for Rehire:** The employee is asked to leave based on reasons such as theft, gross misconduct, etc.

In the event that a department feels a student's employment record should be marked as ineligible for rehire, the following steps must be completed by departments:

- When marking a student as ineligible for rehire, department must first complete the Student Rights and Responsibilities Incident Report Form located on the Office of Student Conduct's website, at www.osc.sdes.ucf.edu . The Incident Report should include a statement that the department is requesting the employee be ineligible for rehire.
- Submit a Change Employment Status (termination) ePAF, select the termination reason listed above, and attach a copy of the Incident Report Form

The student must be aware of his/her rights and responsibilities after termination. If the department is uncomfortable with contacting the student, the department may choose to have the Office of Student Conduct communicate with the student. Departments should indicate "contact student" on the Incident Report Form.

For questions regarding any of this information, please contact either HR-Employment Services & Records, at 407-823-2771, or the Office of Student Conduct, at 407-823-4638.