Jefferson College

Rehire Process:

Please notify Human Resources when any past employee is under consideration for rehire. This includes recent and past retirees and any employee that has not worked for your department over several pay periods. With continual changes in compliance issues, we must audit the employee's personnel file to insure that their information is correct and the file is complete according to current requirements.

When in doubt of an employee's status, please do not hesitate to contact our office and we will be more than happy to review the file. You may contact Human Resources at x3153 with any questions.

Thank you for your assistance and cooperation as we strive to keep our employment files compliant with College, state and federal requirements.