



POLICY & GUIDELINES

Policy on Re-
hiring of
Ex employees

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ISSUING DEPARTMENT
Human Resources

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Preamble

The limited availability of resources in the pool of candidates and to facilitate the business with a fairly trained resource, the mode of re-employment shall help facilitate our organization as an Equal Employment Opportunity (EEO) provider.

Scope

Applies for hiring across all PVR Group Companies, all businesses, functions and geographies.

Specific Guiding Principles

The word "ex-employee" means any individual who has worked in PVR on the rolls of company.

The guiding principles are defined to ascertain the eligibility for re-hiring or re-employing.

- Ex-employee should have left company's employment through the mode of resignation (voluntary) having served his/her notice period and on due intimation to the supervisor or the reporting manager.
- Ex-employee should not have abandoned his employment or absconded or had any disciplinary proceedings/ action/ implication for any default or acted in contravention to the laid down code of conduct or professionalism during the period preceding his resignation/ termination.
- Ex-employee must have had a satisfactory work record in terms of job performance, attendance and other such factors having obtained a rating of 3 and above in each of his performance assessment during the performance appraisals in the service tenure.
- Ex-employee's designation, grade, compensation, entitlements, benefits, service terms and conditions during his/her earlier period of employment with the organization shall not be the governing or deciding factor to allocate similar, same or higher benefit or compensation.
- An ex-employee re-employed shall be considered a new hire and it will be a fresh appointment with terms and conditions of employment as defined for the role/designation prevalent in the organization at the time of joining.
- An ex-employee rehired after serving his last working day (LWD) shall not be allowed continuity of service or leave accruals from previous service and related benefits.
- An ex-employee who resigned on account of services not getting confirmed at the end of probation period cannot be considered for re-hire or re-employment.
- An ex-employee on re-joining shall be subject to background verification, induction, orientation and joining formalities, employee creation as applicable for a new joining.
- An ex-employee can be re-hired only after a period of one year from his LWD.
- In case of re-hiring prior to one year, an ex-employee may be considered for re-hiring on the same designation, grade, compensation, entitlements, benefits, service terms and conditions during his/her earlier period of employment with the organization, along with proper justification of reason to re-hire.
- Recruitment of relatives (if any) under this policy, irrespective of level will be approved by the CHRO.

Procedure for hiring of ex-employee

When an ex-employees applies in response to the job openings for vacant positions existing in the organization at any point of time the following shall be the responsibility of the concerned Site HR/ HR SPOC/ Regional HR/ Recruiter undertaking the recruitment of ex-employee.

- HR will review the personal records of the ex-employee.
- HR will have to evaluate the ex-employee’s profile and undertake assessment as of a regular candidate as per the recruitment practice and guidelines.
- An ex-employee shall be hired by HR on formal feedback (Annexure A) of at least two supervisors or managers who were in his/her reporting relationship or in the hierarchy in written about his/her satisfactory performance and conduct. In the absence of supervisors or managers, the feedback of two superiors who have had an indirect working relationship with the ex-employee during the tenure of his/her service may be obtained in written about his/her satisfactory performance and conduct.
- The onus of feedback lies with both the ex-employee and the supervisor/manager serving with the company. Any misrepresentation or concealing information regarding the ex-employee would lead to serious action against existing employee.
- The fitment of ex-employee shall be as per the approved vacancy or position.
- An ex-employee re-hired and re-employed shall not be considered a referral case under employee referral policy.
- The role of ex-employee and their erstwhile supervisor/ manager should be limited only to the submission of the resume and feedback. Any canvassing or influencing further will be discouraged.
- For re-hiring of ex-employee at the cinema, the below approval matrix shall be followed:

Re-Hire Approval Matrix (For Operations Function at Cinema)		
S. No.	Approval Channel	Position
--	Proposed By	Cinema Manager / AM
1	Approval 1	Regional General Manager (Ops) + RHR
2	Approval 2	Respective Regional Director

Re-Hire Approval Matrix (For Support Function at Cinema)		
S. No.	Approval Channel	Position
--	Proposed By	Cinema Manager/AM + Respective Functional RM
1	Approval 1	RHR
2	Approval 2	Respective Regional Director
3	Consent	Respective Functional HOD

- For re-hiring of ex-employee at Regional Offices, the below approval matrix shall be followed:

Re-Hire Approval Matrix (Regional Resources)		
S. No.	Approval Channel	Position
--	Proposed By	Respective Functional RGM/RM
1	Approval 1	RHR + Respective Functional HOD
2	Approval 2	Respective Regional Director
3	Consent	CHRO

- For re-hiring of ex-employee at Corporate Offices, the below approval matrix shall be followed:

Re-hire Approval Matrix (Corporate Resources)		
S. No.	Approval Channel	Position
--	Proposed By	Respective Functional HOD
1	Approval 1	VP-HR
2	Approval 2	CHRO
3	Consent	Respective Key Management Personnel

Policy Review / Amendments / Modifications / Withdrawal

This policy will be reviewed from time to time and the company reserves the right to modify/amend/alter and/or withdraw the policy at its discretion.

In case of any exceptions, the interpretation of above terms by the CHRO shall be final.

Annexure A

Feedback Form

Date: _____

Dear Sir/Madam,

This is to inform that we intend to re-hire Mr/Ms/Mrs _____ as _____
 _____ (Designation), his/her previous employment details are as under:

Previous Emp. Code _____

Last Designation _____

Last Department _____

Previous Tenure _____

Previous 3 Years Appraisal Ratings _____

Reason for Previous Separation as per Records _____

Accordingly, please provide your views and opinion on the following:

S. No.	Particulars	Supervisor/Manager - 1	Supervisor/Manager - 2
1.	Character & Conduct		
2.	Integrity		
3.	Reliability		
4.	Financial Credibility		
5.	Overall Performance		
6.	Reason for Leaving		
7.	Any other Relevant Information		
8.	If this candidate is interested to serve you again, would you be keen	Yes / No	Yes / No
Name & Signature :			

We assure you that all the information furnished by you would be strictly confidential and shall not be shared.

The same is intended to be used for our selection process.

Thank You!

(To be filled by HR) Final Eligibility of Re-hire:

Enclosed: Interview Assessment Sheet duly complete & signed.

Name & Signature of HR SPOC/RHR: