



REHIRES

I. PURPOSE

To establish the authority and responsibility of Human Resources regarding former employees applying to be rehired to maximize the City's high standard of professionalism.

II. SCOPE

This policy applies to all former employees of the City.

III. POLICY

Former employees applying to be rehired may be considered for employment as members of the general public. However, special consideration will be given to past job performance, the circumstances surrounding termination of previous employment, and the former employee's knowledge of the City's procedures and functions.

IV. SPECIAL PROVISIONS

A. After Lay Off

A regular employee who is laid off may be routinely recalled to work at any time.

B. Veterans

Employees who left the City service to enter duty with the Armed Forces of the United States shall be eligible for reinstatement in accordance with applicable State and Federal Laws.

V. PROCEDURES

A. Eligibility for re-hire will be determined by the Human Resources Department.



- B. Employees rehired within 42 consecutive calendar days after separation will have their service bridged. See Employee Benefits and Services section for policies on accrual time.
- C. Employees rehired after a break in service of more than 42 consecutive calendar days will receive a new date of hire.
- D. Employees rehired after a 42-day break in service will be considered the same as new employees for all benefits, unless approved in advance, in writing, by the City Manager.

See [Family and Medical Leave #322](#) to verify that break in service does not fall under this law.