

## **REINSTATEMENT PROCEDURES**

**PURPOSE:** A former regular-status employee may seek reinstatement subject to the requirements of the County Code 2.05.140.8. This policy allows the department the option of rehiring an employee who has left County employment within the previous six months or filling a vacancy from an eligibility register.

**SCOPE:** Applies to all classified positions under the County Code 2.05.

**POLICY STATEMENT:** In order to seek reinstatement to County employment, a former employee must have reached regular status (completed his/her initial probationary period) and submitted a two-week notice of resignation prior to departure. The former employee may request reinstatement for vacant positions within his/her former classification and department. If the request is approved, a former employee may be considered for vacancies for a period not to exceed six (6) months from the effective date of resignation. If the former employee is not reinstated within six (6) months, the individual must compete through an open recruitment to be considered for reemployment with the County.

If a vacancy exists within six (6) months of the effective date of resignation, the hiring department shall have the option of rehiring the former employee or requesting a referral list from Personnel. No guarantee of reemployment exists to former employees under the County's reinstatement policy. The appointing authority may approve or deny any request for reinstatement. Any reinstatement must meet the aforementioned criteria, be approved by the Personnel Division and be submitted as a reinstatement on a Personnel Action form.

### **Effect on Benefits and Service Accruals**

A former employee who is reinstated to his/her former classification under the procedures outlined above, shall be paid at the same step in the salary range as he/she was being paid at the time of resignation. There is no requirement to serve an additional probationary period, but the employee must serve any promotional probationary time which was remaining at the time of termination. Restoration of previous time in service with the County, service accruals and benefits will be dependent on the following:

If the former employee is reinstated within 90 days of resignation, the employee shall regain all previously accrued service with the County as it applies toward seniority, time toward salary increases, longevity and vacation accruals. The employee's sick leave balance at the time of resignation shall be restored. Any month spent separated from County employment shall not count toward seniority or service accruals if the employee was not in paid status, working half-time or greater, for at least eleven (11) days in the month.

If the former employee is reinstated after 90 days of resignation, the employee will not regain any previously accrued service with the County. Seniority, time towards salary increases, longevity and vacation, including vacation waiting period, will begin as of the date of reinstatement. Service accrual levels will reflect those levels awarded to newly hired employees. The employee's sick leave balance will not be restored and will commence with a zero balance.

A former employee who is reinstated within six (6) months shall not be required to serve an additional benefit waiting period. Reinstated employees may be required to complete new enrollment forms for medical, dental, life and disability insurance benefits. Benefits will become effective the first of the month following the date the Personnel Action form reinstating the employee is received by the Department of Employee Services and the date the employee submits new benefit enrollment forms to the Risk & Benefits Division, whichever occurs last. In no case shall benefits commence prior to the effective date of reinstatement. The reinstatement of benefits is subject to the benefit plans available at the time of reinstatement, federal tax regulations and contracts with the benefit providers. (See EPP #33 – Employee Benefits.)

Anyone involved in the process of reinstating a former employee under the provisions of the County Code is encouraged to discuss these procedures with the Personnel and Risk & Benefits Divisions of the Department of Employee Services.

### **INTERNET LINKS**

EPP 33 Employee Benefits (<http://www.clackamas.us/docs/des/epp33.pdf>)

County Ordinance (<http://www.clackamas.us/docs/code/title2.pdf>)