



CHAPTER: Equal Employment Opportunity Policy

**SUBJECT: Employee Re-Hire
(Reemployment and Reinstatement)**

POLICY NUMBER: 4.301 Pages: 2

RELATED POLICIES:	ENABLING RESOLUTION:	REVISION DATE(S):
4.303	114-1988 267-2007 269-2007	2/88 5/88 3/97 10/02 12/07
	31-09 35-09 122-2013	2/09 06/13

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

The purpose of this Policy is to establish a time limit between reinstatement and reemployment for employees receiving employee benefits. Part time and temporary employees are considered reemployed when returning to county employment.

II. Policy

A. Reemployment occurs when a person has been separated from Sedgwick County for one hundred twenty-two (122) calendar days.

- a. The hiring authority shall follow the same process and procedure as noted in the Employment Policy.
- b. A person who is reemployed shall be subject to successful completion of initial probation.

B. Reinstatement occurs if an employee returns within 121 days up to and including the 121st day, since the effective date of separation.

- a. An employee may be reinstated at the same salary range, provided there is a vacant position at the same salary range, in the original division.
- b. If there is not a vacant position at the same salary range as the employee vacated, he/she must be willing to accept another position, if it becomes available, at the authorized salary.
- c. No probationary period will be required for an employee who returns to the same division.

- d. All employees, with the exception of exempt employees, who are reinstated into another division will be placed on twelve (12) month probationary period.
- e. Unused sick leave shall be credited to the reinstated employee.

C. Reinstatement requested by the Grievance Committee or County Manager:

An employee who has been dismissed for reasons found by the County Manager or Sedgwick County Grievance Committee, after hearing the employee's appeal, to be on the basis of race, color, national origin, ancestry or citizenship, marital status, gender, age, religious or political affiliations, disability or status as a disabled or Vietnam-era veteran, or to be of insufficient grounds, shall be reinstated to his/her former position or a position of the same status and salary without loss of pay for the period of separation. In these cases, the one hundred twenty one (121) day period is not applicable and may be of any length.

D. Individuals returning to work under the Policy will be required to comply with the Policies, Procedures and Regulations set out in Policy 4.310 Drug Testing/Substance Abuse.

E. Bar from Employment

Any employee who has separated from Sedgwick County for behaviors/activities determined by Legal to be fraudulent, dishonest, or other harmful or illegal activities, will be ineligible for rehire by the County. All decisions will be reviewed by Legal, Human Resources, and the County Manager.

III. Procedure

- A. The hiring authority shall forward the completed Personnel Action Form (PAF) to the Department of Human Resources for all re-hires of employment.