

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDES	PAGE
Reinstatement	A-9	1	June 1, 2007		1 of 1

Prepared By: Policy Review Committee

Approved By: Grant Goings
City Manager

1.0 Purpose

To establish a uniform procedure to be followed in the reinstatement of an employee.

2.0 Policy

An employee resigning in good standing may be reinstated by the City within six-months of the date of resignation.

3.0 Scope

All former full-time employees who resigned in good standing during the preceding six-month period.

4.0 Definitions

4.1 Good Standing: The term used to determine whether or not a former full-time employee is eligible to be re-appointed to a position within the classification previously held by the employee immediately prior to his/her departure from the City's service. Three (3) conditions must be met:

4.1.1 Gave notice prior to the date of voluntary resignation,

4.2.1 Received a "meets expectations" or higher performance rating on the last performance appraisal received prior to resignation, and

4.3.1 Demonstrated satisfactory personal conduct.

4.2 Reinstatement: The re-appointment of a former employee without competitive examination, during the six-month period immediately following his/her separation from City service to a position within the same classification, within the same department, with the same salary and benefits (unless otherwise provided in these rules).

4.3 Rehire: The appointment of a former employee to City employment after successfully competing with other candidates during an external selection process.

5.0 Rules/Procedures

5.1 An employee may be reinstated by the department head if he/she left the City in good standing during the preceding six-month period.

5.2 The reinstated employee may only be reinstated in the same classification at the same rate of pay.

5.3 The reinstated employee will maintain his/her seniority and will continue to be eligible for the benefits he/she was eligible to receive prior to departure with the exception of those benefits that are grand-fathered.

5.4 Armed forces and National Guard reservists will be reinstated in accordance with Federal regulations.