



Reinstatement and Rehire of Former Employees Policy

Policy Number: PP 3-4

Effective Date: July 1, 2017

Approved By: Roger L. Stancil, Town Manager

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POLICY

Upon approval of the Town Manager, The Town's [Code of Ordinances, Sections 14-48 and 14-49](#), provides for the reinstatement and rehire of former employees as follows:

"A former employee of the town who resigns while in good standing with sufficient notice, or an employee who is terminated due to a reduction in force desiring to return to work with the town may be reinstated to the former position, if available, provided that such reinstatement occurs within one (1) year of the date of separation."

"Other than the terms of reinstatement described in [section 14-48](#), a town employee who separates from employment and is rehired by the town shall be regarded as a new employee, subject to all of the provisions of rules and regulations of this chapter."

PURPOSE

In accordance with the Town value of Teamwork, the Town of Chapel Hill values the experience of former employees that resign in good standing. The Director of Human Resource Development is authorized to issue procedures consistent with this policy.

R.E.S.P.E.C.T. VALUES



Teamwork: We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.

APPROVAL

Roger L. Stancil, Town Manager



Reinstatement of Former Employees Procedures

Policy Number: PP 3-4

Effective Date: July 1, 2017

Approved By: Cliff Turner, Director of Human Resource Development

PROCEDURES

These procedures are issued by the Director of Human Resource Development to implement the Reinstatement and Rehire of Former Employees, PP 3-4 issued by the Chapel Hill Town Manager. These procedures may be periodically updated.

A. Reinstatement Eligibility:

1. All benefited full and part time employees: All benefited full and part time employees are eligible for reinstatement after they have passed their probationary period.
2. Resignation in Good Standing: An employee who resigns in good standing and provides the notice required by their department is eligible for reinstatement to their former position.
3. Employees Separated due to a Reduction in Force: Employees who are separated from Town employment due to a Reduction in Force as outlined in Town Personnel Policy 9-1 are eligible for reinstatement.

B. Reinstatement Conditions: [\(Ref: Code of Ordinances, Section 14-48\)](#)

1. Eligibility: "A former employee of the town who resigns while in good standing with sufficient notice, or an employee who is terminated due to a reduction in force desiring to return to work with the town may be reinstated to the former position if available provided that such reinstatement occurs within one (1) year of the date of separation."
2. Pay: "In such cases the employee may be reinstated at the previous salary rate."
3. Sick Leave: "The employee's accrued sick leave shall be restored to an employee who is reinstated within this time period."
4. Health Care Benefits Upon Retirement: The Town will use the employee's new date of hire when determining eligibility for any retiree health benefits.
5. Service Date: Upon rehire, service dates will be adjusted for the time that was not worked.
6. Other Provisions: "The reinstated employee shall be subject to all pre-employment requirements, including, but not limited to, a probationary period, as a new employee in the position."

C. Rehire Eligibility and Conditions:

"Other than the terms of reinstatement described in [section 14-48](#), a town employee who separates from employment and is rehired by the town shall be regarded as a new employee, subject to all of the provisions of rules and regulations of this chapter." [\(Code of Ordinances, Section 14-49\)](#)

PROCEDURES
CONT.

1. Eligibility: Any employee who resigns in good standing with sufficient notice may be eligible for rehire.
2. Service Date: Upon rehire, service dates will be adjusted for the time that was not worked.
3. Pay: The Town is not required to re-hire an employee at their former rate of pay.
4. Sick Leave: An employee rehired by the Town within one year of the date of separation will have any remaining sick leave balance restored upon rehire.

FORMS/INSTRUCTIONS

None

PROCEDURES
APPROVED BY

Cliff Turner, Human Resources Development Director



ADDITIONAL
CONTACTS

Human Resource Development 919-968-2700 or HR@townofchapelhill.org
Ombuds office 919-265-0806 or Ombuds@townofchapelhill.org

DEFINITIONS

- A. **Reinstatement:** With approval from the Town Manager, a former employee who resigns from Town service in good standing may be reinstated to their former position, if available, provided that such reinstatement occurs within one year of the date of separation.
- B. **Rehire:** An employee who resigns in good standing from Town service and is rehired into another Town Position at any time after separation.

RESPONSIBILITIES

Human Resource Development staff members are expected to:

- a) Maintain accurate records about service dates
- b) Adjust service dates properly for reinstated and rehired employees
- c) Provide accurate salary information to departments that are reinstating employees
- d) Provide reinstated employees with accurate information.
- e) Require that Departments receive written approval from the Town Manager before reinstating any employee.

SCOPE

This policy covers all benefited full and part time employees who have completed their probationary period.

POLICY
HISTORY

Adopted December 1, 2012
Updated July 1, 2017 due to Personnel Ordinance Revision completed September 2014.

POLICY HISTORY
CONT.

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI below, **Related Information**. In the event of any disparity between this policy and the Town's Code of Ordinances and/or applicable local, state, or federal laws, the Town's Ordinance and/or applicable laws shall prevail.

RELATED
INFORMATION

A. [Town of Chapel Hill Ordinances, Section 14-48 and 14-49](#)

B. [Coordination with Additional Policies](#): Depending on the circumstances of the employee's situation, the provisions of this policy may interact with other policies in the Medical Leave Cluster of personnel policies as well as benefits offered by the Town. Employees should consult with Human Resource Development for more information.

Family and Medical Leave Act
Sick Leave
Workers Compensation
Leave of Absence
Medical Leave

Retiree Health Benefits
Reduction in Force
Leave Donation
Health Insurance