



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 805: REHIRING FORMER EMPLOYEES

A. General Provisions

1. Employees who have separated in good standing from employment with the City may be rehired/reinstated. However, the City is under no obligation to rehire any former employee who voluntarily resigned from his/her position or who was administratively separated due to the end of a temporary or seasonal assignment.
2. Requests and/or applications for reinstatement shall be considered on an individual basis.
3. Regular full-time and regular part-time employees who are reinstated shall be required to serve a complete probationary/introductory period and shall not receive credit for previous City service for either promotional or layoff purposes, unless otherwise provided.
4. Former employees who are being considered for reinstatement may be required to be re-examined as provided for under Policy No. 405: Medical Examinations, and may undergo background and reference checks which are similar to those required for new employees.
5. Supervisors should review applicable City of Kettering Civil Service Rules and consult with Human Resources when contemplating reinstatements.

B. Classified Service

1. Employees previously in the Classified Service may be reinstated to positions in the Classified Service in accordance with the City of Kettering Civil Service Rules.
2. Requests for reinstatement must be in writing. They should be addressed to the Director of Human Resources within a period from the effective date of separation determined to be appropriate by the Director of Human Resources.

C. Unclassified Service

1. Employees in the Unclassified Service may be reinstated to positions within the Unclassified Service.
2. Such reinstatements will be at the discretion of the Department Director and the Director of Human Resources, with the approval of the City Manager.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

11/11/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.14.2022
Date

Jenny Smith
Jenny Smith
Director of Human Resources