



## PERSONNEL RULES

## APPOINTMENTS & STAFFING REINSTATEMENT §2306

**Overview:** A former Tehama County employee, who voluntarily resigned in good standing, may request reinstatement in the same classification, by submitting a new application for employment, within one (1) year of the date of separation.

**Applicable to:** All employees

**Definitions:** Reinstatement - Refers to re-appointing a former employee into the same position they previously held without loss of wages or other job-related benefits.  
Good Standing - Refers to complying with expectations for workplace conduct and not subject to suspension or disciplinary actions.

**Guidelines:** An employee who attained permanent status in a classification, and subsequently voluntarily resigned in good standing, may be eligible for reinstatement in the same classification. Reinstatement may occur upon the former employee, by submitting a new application for employment, within one (1) year of the date of separation.

### **Compensation**

Reinstatement is subject to successful completion of the interview process, including all other required terms and conditions of employment. Upon selection for re-appointment, a reinstating employee will have compensation and benefits restored to the same salary range and step held prior to separation. In addition, vacation accrual rates, adjusted for any modification in benefits, will be reinstated based upon the level received prior to the employee's separation. Any remaining sick leave balances at the time of resignation, will also be restored. Employees who are reinstating from retirement shall have the amount of sick leave hours cashed out at time of retirement deducted from the restored sick leave balance, if applicable.

### **Probationary Period**

An employee who reinstates into the same classification in the same department, regardless of the department division, shall not be subject to a new probationary period. Employees who reinstate into the same classification in a different department, will be required to serve a new probationary period.

### **Continuous Service Credit (Seniority)**

Employees who voluntarily separate from County employment and return within one (1) year of the date of separation, to the same classification the employee held prior to the separation, regardless of department, shall have their service credit prior to separation count towards an employee's continuous service credit. The employee's salary anniversary date and date of hire will be extended in accordance with the number of months in the gap of employment.

### **Reinstatement After Layoff**

Employees displaced as a result of layoff should reference TCPR §2308: Layoff for information on re-employment after layoff.

### **Reinstatement From Extra Help to Full Time**

An employee who attained permanent status in a classification, and subsequently voluntarily transitioned from full time to extra help, may reinstate to full time, providing

there is a vacancy in the classification. If there is no break in service during the extra help assignment, the employee will be placed at the same pay range previously held when in full time status. (Time period for reinstatement is not limited to one year.)

**Procedure:** Responsibilities for implementation, application, and enforcement of this rule are listed below.

*Employee* Former employees seeking reinstatement to County employment must submit an application for re-employment. Employees returning within one year of separation to the same classification should notify the hiring department so that appropriate reinstatement rights may be applied.

*Department Head* The Department Head or their designee is responsible for ensuring all reinstatements occur within the parameters of this rule.

*Personnel Office* The Personnel Office is responsible for reviewing all new appointment actions, including reinstatements and personnel action forms. In addition, the Personnel office may provide guidance upon request.

**Required Forms:** Tehama County Employment Application, Personnel Action Form (PAF)

**References:** TCPR §2308: Layoff; MOUs

**Effective Date:** June 30, 2020

**Revised Date:**

*The provisions of this Code shall not supersede any state law, federal Law or current collective bargaining agreement between an employee organization and Tehama County. The provisions of these Codes shall not preclude specific County departments from developing operational policies and procedures.*