

	<p align="center">Employee Rehire</p> <p align="right"><i>Adopted: 05/18/1988</i></p>
<p align="center">Last Revision Date: 11/08/2023</p>	<p align="center">Policy No. 4.301</p>
<p align="center">Last Enabling Resolution: 246-2023/927-2023</p>	<p align="center">Developer/Reviewer: Human Resources</p>

1. Purpose

The intent of this policy is to outline the organization’s processes for rehiring individuals who have left Sedgwick County employment.

2. Scope

This policy applies to all Sedgwick County employees, except employees of the Sheriff’s Office and the Office of the District Attorney.

3. Policy Statement

It is the policy of Sedgwick County to allow individuals who have left employment to return to the organization. Full-time or benefited part-time employees returning to County employment to a full-time or benefited part-time position with a separation of one hundred and twenty-one (121) calendar days or less will be entitled to reinstatement rights.

4. Definitions

- A. **Reemployment** – Occurs when: a) an employee has been separated from Sedgwick County for one hundred twenty-two (122) calendar days; or b) an employee who previously worked in a full-time or in a benefited part-time position returns to employment in a part-time or seasonal position.
- B. **Reinstatement** - Occurs when a full-time or benefited part-time employee has been separated from Sedgwick County for one hundred twenty-one (121) calendar days or less and returns to employment in a full-time or benefited part-time position.

5. Procedures

- A. Sedgwick County does not rehire retired KPERS members into a KPERS covered position. An exception may be submitted to the County Manager for review. Sedgwick County does rehire retired KPERS members into non-covered KPERS positions.
 - 1. Reemployment
 - a. The hiring authority must follow standard hiring procedures as outlined in policy 4.300 Employment.
 - b. Reemployed full-time or benefited part-time employees are subject to successful completion of a twelve (12) month initial probation period.

B. Reinstatement

1. The hiring authority must follow standard hiring procedures as outlined in policy 4.300 Employment.
2. Any unused sick leave balance the employee had at separation will be reinstated.
3. Vacation will accrue based on their service date.
4. Salary will be established following the process outlined in policy 4.2001 Wage & Salary.
5. Employees who separate within their twelve (12) month initial probation will be subject to completion of probation upon reinstatement. All other reinstated employees will serve a six (6) month probation upon reinstatement.

C. Reinstatement as Grievance Outcome

Per policy 4.502 Grievance, the Grievance Board may issue a determination that requires reinstatement. In these instances, the one hundred twenty one (121) day period is not applicable and separation may be of any duration.

D. Ineligible for Rehire

A Division/Department Director or Elected/Appointed Official may request an employee be ineligible for rehire into any Sedgwick County position. To request an employee be ineligible for rehire, the procedure below must be followed.

1. The department must submit a request in writing by the appropriate member of management to the Chief Human Resources Officer (CHRO). The CHRO will review and route to the County Counselor's Office and the County Manager for review.
2. The CHRO will notify the requestor of the decision, ensure the necessary documentation is sent to the Director of Compensation & Classification to be uploaded to the employee's permanent personnel file, and the employee's record updated.
3. An employee who has been separated from employment for the reasons listed below will be designated as ineligible for rehire by the Chief Human Resources Officer.
 - a. Sustained violation of policy 4.505 Workplace Violence, that results in termination.
 - b. Sustained violation of policy 4.506 Workplace Discrimination that results in termination.
 - c. Employees terminated as a result of a felony crime conviction.