

CITY OF COMMERCE ADMINISTRATIVE POLICIES

RE-EMPLOYMENT

1.0 PURPOSE

To establish a policy for re-employment.

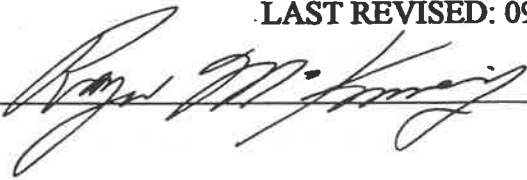
2.0 POLICY

- 2.1 Any former regular employee who resigned from the City in good standing is eligible for re-employment.
- 2.2 Persons interested in re-employment will file a completed City application form for open position.
- 2.3 The individual will proceed through the regular hiring procedures with other applicants.
- 2.4 A former employee re-employed in his/her former position may be paid at the same pay rate as at the time he/she left the City, provided that the re-employment is within one (1) year of the previous resignation.
- 2.5 A former employee re-employed in his/her former position within one (1) month of the previous resignation may be reinstated with no break in service and may have accrued sick leave reinstated with approval of the Department Head and the City Manager.
- 2.6 Compensation of an employee rehired to a position other than the former position will be subject to provisions for new hires.
- 2.7 Reinstatement in the retirement system will be made in accordance with the rules and regulations as set by the Texas Municipal Retirement System.
- 2.8 Future pay increases will coincide with the re-employment date.
- 2.9 Re-employed personnel will have their previous personnel file reactivated if re-employment is within seven (7) years.
- 2.10 Individuals re-employed by the City must complete a new probationary period unless the break in service is less than one (1) month.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read "Ryan M. King", is written over a solid horizontal line. The signature is cursive and somewhat stylized.

rehire.adp