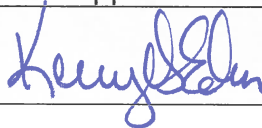
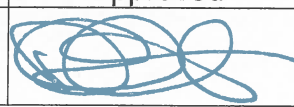




Administrative Policy

Title: Reinstatement After Periods of Layoff and Voluntary Resignation				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.202	09-67 (06-22-10)	01-03-17		

This Policy had been numbered Policy 200.15. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.15
 Issued: 09-67
 Revised: 06-22-10

REINSTATEMENT POLICY

SUBJECT: REINSTATEMENT AFTER PERIODS OF LAYOFF AND VOLUNTARY RESIGNATION

SECTION NO.
200

POLICY NO.
15

ISSUE DATE
September, 1967

REVISION DATE
June 22, 2010

DEPARTMENT HEAD
APPROVAL

CITY MANAGER
APPROVAL



REINSTATEMENT POLICY

After Layoff:

A regular employee who had been in continuous employment with the City for at least one (1) full year prior to being laid off shall have reinstatement privileges for a period not to exceed two (2) years from the date of said layoff.

Further, any employee who is laid off and returns to the City within the two-year reinstatement period shall benefit from the reinstatement guidelines respective to the position to which the person is being reinstated. For example, if a person is reinstated to a part-time position, said individual shall receive those benefits (if any) that are associated with the part-time position. If a person is reinstated to a full-time regular position, said individual shall receive the benefits associated with the full-time position.

After Voluntary Resignation:

A regular full-time benefited employee that is rehired by the City after January 22, 2010, who had been in continuous employment with the City as a full-time benefited employee for at least one (1) full year prior to voluntary resignation, shall have reinstatement privileges for a period not to exceed to (2) years from the date of said resignation.

General Provisions:

The term "reinstatement privileges" as used herein, shall mean the recognition of all time for prior service with the City for the purposes of seniority, annual leave accruals, and longevity. For purposes of City contributions for CalPERS retirement, medical insurance tier, deferred compensation, and retired health savings (if applicable) the "reinstatement privileges" shall be based on the hire date of the previous employment with the City. Reinstatement shall exclude the recognition of any time and annual leave that might have accrued during the employee's period of separation from the City.

This policy shall not be construed by any employee to be an "automatic" approval for re-employment. Any former employee wishing to be re-employed by the City may either be employed in the same classification they held prior to separation or shall compete for an available position with all other applications without regard to his or her prior service with the City.

This policy does not apply to temporary or probationary employees who resign or are released from City employment.

If there is any disagreement between a re-employed employee and the Human Resources Department related to reinstatement, the City Manager shall arbitrate the apparent conflict, and his/her decision shall be final and binding.