

Reinstatement

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Revision:

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1.0 POLICY

It will be the policy of the Town of Carolina Beach to reinstate former employees who were involuntarily separated from Town service under limited circumstances.

2.0 PURPOSE

The Town may restore, to their former status, employees who were involuntarily separated from Town service following a review of the separation process and circumstances. This policy defines the conditions under which reinstatement may be authorized. The Town's intent in reinstating an employee is to fully restore to him all compensation (pay and benefits), stature, and rights of employment as if the separation had never occurred.

3.0 SCOPE

This policy applies to all former benefit-eligible employees involuntarily separated from Town service.

4.0 DEFINITIONS

- 4.1 Benefit-Eligible - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.

5.0 ORGANIZATIONAL RULES

- 5.1 An employee may be reinstated in a position of the same class only after an involuntary separation that has been overturned on appeal or review from the adverse action. See **Policy on Corrective Action**.
- 5.2 The former employee's separation may not be due to discreditable circumstances, or if due to discreditable circumstances, overturned upon appeal or review.
- 5.3 The period of separation may not exceed 2 years.
- 5.4 The employee's salary will be restored to a rate of pay equivalent to the employee's salary at the time of separation.
 - A. The employee will not be subject to a probationary period and will not be eligible for a probationary salary increase.
 - B. The employee is eligible for participation in the Performance Management program and may be eligible for a Merit Increase at the employee's normal review date in accordance with salary administration guidelines.
- 5.5 Reinstated employees are eligible for benefits in accordance with the prescribed conditions of the reinstatement.

6.0 PROCEDURES

- 6.1 Upon notification from the Town Manager's Office, the Human Resources Department will fully reinstate the employee in accordance with this policy and the prescribed conditions of the reinstatement.
- 6.2 Documentation authorizing the employee's reinstatement will be retained in the employee's personnel file.

7.0 APPENDIX, APPENDICES

None