

Employee Rehire

Number: D-10

Revision:

Revision Date: 07/01/2017

1.0 POLICY

Former employees seeking re-employment with the Town of Carolina Beach may receive salary offers outside the normal hiring range and limited credit for prior Town service.

2.0 PURPOSE

The Town recognizes that an employee may leave Town service for other employment or personal reasons but later decide he would like to return to Town employment. The Town cannot guarantee the former employee re-employment. However, should the former employee compete through the normal employment process and ultimately be selected, the provisions of this policy help minimize the rehired employee's loss by separation when the separation has been of relatively short duration and the former employee has met the conditions of this policy.

3.0 SCOPE

This policy applies to all former benefit-eligible employees.

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**.
- 4.2 **Rehire** - An employee's return to Town employment following a break in service, with special provisions regarding specific conditions of employment.

5.0 ORGANIZATIONAL RULES

- 5.1 The period of separation must not have exceeded 365 consecutive days.
- 5.2 The former employee's separation must not have been due to discreditable circumstances.
- 5.3 A former employee rehired in a position in the same job classification may receive a salary equivalent to his salary at the time of separation. The amount of the starting salary is established at the discretion of the hiring department in accordance with current salary administration guidelines. Any salary offered to a rehired employee that would be outside the normal hiring range must have the prior approval of the Town Manager.
- 5.4 Rehired employees are not entitled to service credit in determining eligibility for any of the Town's benefit program offerings. Benefit earnings rates will be the same as for a newly hired employee except that all periods of full time and part-time employment will count towards eligibility for Town retiree benefits.
- 5.5 Credit for service prior to the separation may be given in determining eligibility for retirement benefits with the North Carolina Local Governmental Employees' Retirement System (NCLGERS) if the retirement account had not been withdrawn voluntarily.
- 5.6 Credit for a voluntarily withdrawn NCLGERS account may be restored in accordance with NCLGERS rules.

- 5.7 Former employees seeking re-employment must make application through the normal job application process for consideration on an equal basis with all other applicants for employment. See **Policy on Recruitment and Selection**.
- 5.8 Any former employee who is selected for re-employment must meet the Town's medical standards for the position.

6.0 PROCEDURES

- 6.1 If selected for the position, the department will determine whether or not the former employee meets the conditions of re-employment at the previous salary as described in this policy.
- 6.2 The department will notify the former employee of the salary decision in a written offer of employment.
- 6.3 Hiring officials who are unsure what salary is appropriate or allowed for the former employee upon rehire should contact the Human Resources Department to discuss available options.
- 6.4 Once the hiring official has made a conditional offer of employment to the former employee, he will inform the applicant of the need to pass a pre-employment physical which includes a drug screening test.

7.0 APPENDIX, APPENDICES

None