



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Re-Employment Policy

**Revised Date: January 25, 2021**

#### **I. Re-employment**

Former employees who separated from service in good standing shall be eligible for re-employment within the County.

- A. Candidates for re-employment are subject to the same employment procedures as any other applicant pursuing employment with the County and shall refer to alternate County policies regarding employment.
- B. If not more than six (6) months break in service has occurred, and the position the employee last vacated is vacant, an employee may be re-employed to the grade and step upon which they previously separated, if a vacancy is available, upon recommendation of the Elected Official/Department Head.
  - a. Employees who are re-employed within 6 months will be re-instated to the same accrual rate for vacation leave, at the time of separation.
- C. Employees who are re-employed within 30 days will be re-instated to the same sick leave balance and health and dental insurance coverage, as if no separation occurred.
- D. Generally, a former County employee may not be re-employed if he/she was terminated or resigned in lieu of termination; however, breaks in service due to termination will be reviewed individually.

#### **II. Reinstatement**

- A. If an employee should be dismissed or demoted as the result of a reduction in force, and if within a period of (6) six months thereafter, a vacancy should occur in the same department and in the same or in a lower class, the said employee shall be reinstated in the vacant position, provided that such employee is willing to accept the offered employment, and that such employee meets all qualifications for said position.
- B. When more than one dismissed or demoted person qualifies for reinstatement under these rules, the preference shall be given to the person laid off last.